

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 11, 2020 - 7:00 p.m.

AGENDA

The Coastside County Water District (CCWD) does not discriminate against persons with disabilities. Upon request, the agenda and agenda packet materials can be provided in a format to accommodate special needs. If you require a copy of the agenda or related materials in an alternative format to accommodate a disability, or if you wish to attend this public meeting and will require special assistance or other special equipment, please call the District at (650) 726-4405 in advance and we will make every reasonable attempt to provide such an accommodation.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the CCWD District Office, located at 766 Main Street, Half Moon Bay, CA at the same time that the public records are distributed or made available to the legislative body.

This agenda and accompanying materials can be viewed on Coastside County Water District's website located at: www.coastsidewater.org.

The Board of the Coastside County Water District reserves the right to take action on any item included on this agenda.

- 1) ROLL CALL**
- 2) PLEDGE OF ALLEGIANCE**
- 3) PUBLIC COMMENT**

At this time members of the public may address the Board of Directors on issues not listed on the agenda which are within the purview of the Coastside County Water District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes and must complete and submit a speaker slip. The President of the Board will recognize each speaker, at which time the speaker should proceed to the podium, give their name and address and provide their comments to the Board.

4) CONSENT CALENDAR

The following matters before the Board of Directors are recommended for action as stated by the General Manager. All matters listed hereunder constitute a Consent Calendar, are considered as routine by the Board of Directors, and will be acted upon by a single vote of the Board. There will be no separate discussion of these items unless a member of the Board so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- A. Approval of disbursements for the month ending January 31, 2020:
Claims: \$1,407,027.92; Payroll: \$172,392.63 for a total of \$1,579,205.55 ([attachment](#))
➤ *January 2020 Monthly Financial Claims reviewed and approved by Director Coverdell*
- B. Acceptance of Financial Reports ([attachment](#))
- C. Approval of Minutes of January 14, 2020 Public Hearing ([attachment](#))
- D. Approval of Minutes of January 14, 2020 Regular Board of Directors Meeting ([attachment](#))
- E. Approval of Minutes of January 28, 2020 Special Board Meeting ([attachment](#))
- F. Approval of Minutes of January 28, 2020 Public Hearing ([attachment](#))
- G. Installed Water Connection Capacity and Water Meters Report ([attachment](#))
- H. Total CCWD Production Report ([attachment](#))
- I. CCWD Monthly Sales by Category Report - January 2020 ([attachment](#))
- J. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report ([attachment](#))
- K. Monthly Rainfall Reports ([attachment](#))
- L. S.F.P.U.C. Hydrological Report for the month of January 2020 ([attachment](#))

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

6) GENERAL BUSINESS

- A. Proposed Adoption of Ordinance 2020-01 to change the Coastside County Water District's Electoral System from At-Large to By-Zone Elections with Respect to Electing Members of the Board of Directors, and to Establish Zone Boundaries and Sequencing of Elections Within the Zones ([attachment](#))
- B. Award of Contract for Preliminary Design Engineering Services and Basis of Design Report to HDR Engineering Inc. for the Nunes Water Treatment Plant Improvement Project ([attachment](#))
- C. Approval of Professional Services Agreement with WRA Environmental Consultants to prepare a California Environmental Quality Act Initial Study/Mitigated Negative Declaration and a Cultural Resources Report for the Pilarcitos Creek Crossing Pipeline Replacement Project ([attachment](#))
- D. Rescind an Award of Contract to American Eagle Roofing (awarded at the October 15, 2019 Board Meeting) and Award of Contract to Central Roofing Inc. for 766 Main Street Roof Replacement ([attachment](#))
- E. Fiscal Year Budget Process Timeline ([attachment](#))
- F. Draft Fiscal Year 2020-2021 Operations and Maintenance Budget and Draft Fiscal Year 2020-2021 to 2029-2030 Capital Improvement Program (CIP) ([attachment](#))

7) **MONTHLY INFORMATIONAL REPORTS**

A. Superintendent of Operations Report ([attachment](#))

8) **DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS**

9) **ADJOURNMENT**

**COASTSIDE COUNTY WATER DISTRICT
CLAIMS FOR JANUARY 2020**

CHECKS			
CHECK DATE	CHECK NO.	VENDOR	AMOUNT
01/10/2020	27797	AMERICAN WATER WORKS ASSOC.	50.00
01/10/2020	27798	ASSOC. CALIF. WATER AGENCY	21,226.81
01/10/2020	27799	CALIFORNIA WATER EFFICIENCY PARTNERSHIP	3,153.80
01/10/2020	27800	COMCAST	216.87
01/10/2020	27801	RECORDER'S OFFICE	98.00
01/10/2020	27802	JAMES COZZOLINO, TRUSTEE	200.00
01/10/2020	27803	CRYSTAL SMR, INC.	1,560.24
01/10/2020	27804	D/B/A CUSTOM TRUCK CUSTOM TOPS, INC.	171.53
01/10/2020	27805	HALF MOON BAY REVIEW	464.00
01/10/2020	27806	HALF MOON BAY FEED & FUEL	68.82
01/10/2020	27807	HASSETT HARDWARE	2,123.00
01/10/2020	27808	HUE & CRY, INC.	524.04
01/10/2020	27809	MASS MUTUAL FINANCIAL GROUP	1,050.00
01/10/2020	27810	VERIZON CONNECT NWF, INC.	247.00
01/10/2020	27811	REPUBLIC SERVICES	544.24
01/10/2020	27812	SAN MATEO COUNTY	8,579.00
01/10/2020	27813	SOUTH SAN FRANCISCO TIRE SERVICE	251.00
01/10/2020	27814	STANDARD INSURANCE COMPANY	541.65
01/10/2020	27815	TRI COUNTIES BANK	3,346.94
01/10/2020	27816	VALIC	4,205.00
01/10/2020	27817	US BANK NA	1,668.05
01/10/2020	27818	KATHERINE WORHUNSKI	133.34
01/10/2020	27819	PROFESSIONAL PENINSULA PROPERTIES, LLC	66.99
01/10/2020	27820	JEANNINE CLARK	640.00
01/10/2020	27821	STEVEN BILYEU	4.08
01/10/2020	27822	LINDA YOUNG	9.55
01/10/2020	27823	PASTA MOON RESTAURANT	1,060.64
01/14/2020	27824	HEALTH BENEFITS ACWA-JPIA	43,409.79
01/14/2020	27825	AT&T	5,060.64
01/14/2020	27826	AT&T LONG DISTANCE	246.53
01/14/2020	27827	JAMES FORD, INC.	80,051.67
01/14/2020	27828	PUMP REPAIR SERVICE CO. INC.	91,321.18
01/14/2020	27829	SAN FRANCISCO WATER DEPT.	36,149.26
01/14/2020	27830	STATE WATER RESOURCES CONTROL BD	260.00
01/14/2020	27831	STATE WATER RESOURCES CONTROL BD	260.00
01/14/2020	27832	STOLOSKI & GONZALEZ, INC.	386,449.55
01/14/2020	27833	TPX COMMUNICATIONS	1,883.22
01/14/2020	27834	U.S. BANK GLOBAL CORP TRUST SERVICES	69,339.27
01/14/2020	27835	U.S. BANK GLOBAL CORP TRUST SERVICES	90,599.04
01/27/2020	27836	ADP, INC.	700.25
01/27/2020	27837	ALBOUM & ASSOCIATES LLC	1,889.64
01/27/2020	27838	ANDREINI BROS. INC.	261,704.05
01/27/2020	27839	AZTEC GARDENS, INC.	218.00
01/27/2020	27840	BADGER METER, INC.	485.16
01/27/2020	27841	BALANCE HYDROLOGICS, INC	8,748.43
01/27/2020	27842	BARTKIEWICZ, KRONICK & SHANAHAN	496.80
01/27/2020	27843	BAY AREA WATER SUPPLY &	8,407.86
01/27/2020	27844	BAY ALARM COMPANY	559.59
01/27/2020	27845	BIG CREEK LUMBER	33.96

01/27/2020	27846	CALCON SYSTEMS, INC.	44,710.19
01/27/2020	27847	CALIFORNIA C.A.D. SOLUTIONS, INC	1,762.50
01/27/2020	27848	CALIFORNIA TRENCHLESS, INC.	54,380.00
01/27/2020	27849	CALIFORNIA SURVEYING & DRAFTING SUPPLY INC.	592.68
01/27/2020	27850	CINTAS FIRST AID & SAFETY	529.57
01/27/2020	27851	PETTY CASH	88.20
01/27/2020	27852	COMMUNICATION LEASING SERVICES, INC	345.29
01/27/2020	27853	DATAPROSE, LLC	3,802.32
01/27/2020	27854	GRAINGER, INC.	483.37
01/27/2020	27855	HMB BLDG. & GARDEN INC.	410.03
01/27/2020	27856	HANSONBRIDGETT. LLP	6,980.00
01/27/2020	27857	IRON MOUNTAIN	726.94
01/27/2020	27858	IRVINE CONSULTING SERVICES, INC.	3,397.20
01/27/2020	27859	IRVINE CONSULTING SERVICES, INC.	85.79
01/27/2020	27860	GLENNA LOMBARDI	108.00
01/27/2020	27861	MASS MUTUAL FINANCIAL GROUP	1,050.00
01/27/2020	27862	MISSION UNIFORM SERVICES INC.	330.36
01/27/2020	27863	MONTEREY COUNTY LAB	5,222.00
01/27/2020	27864	MOSSA DAVID S.	550.00
01/27/2020	27865	O'DELL ENGINEERING	7,632.85
01/27/2020	27866	OFFICE DEPOT	902.77
01/27/2020	27867	O.T. EPOXY FLOORS, INC.	1,944.00
01/27/2020	27868	PACIFIC GAS & ELECTRIC CO.	28,405.07
01/27/2020	27869	PACIFICA COMMUNITY TV	300.00
01/27/2020	27870	PAULO'S AUTO CARE	353.80
01/27/2020	27871	FERGUSON ENTERPRISES, INC.	256.90
01/27/2020	27872	PUMP REPAIR SERVICE CO. INC.	1,436.76
01/27/2020	27873	ROBERTS & BRUNE CO.	2,547.44
01/27/2020	27874	ROGUE WEB WORKS, LLC	772.10
01/27/2020	27875	DENNIS CELONI	115.00
01/27/2020	27876	MIRIAM SCALLY	373.17
01/27/2020	27877	SERVICE PRESS	229.77
01/27/2020	27878	STATE WATER RESOURCES CONTROL BD	105.00
01/27/2020	27879	STATE WATER RESOURCES CONTROL BD	105.00
01/27/2020	27880	STATE WATER RESOURCES CONTROL BD	65.00
01/27/2020	27881	JIM STEELE	8,914.00
01/27/2020	27882	STRAWFLOWER ELECTRONICS	30.54
01/27/2020	27883	SPYRIS TECHNOLOGIES, INC.	7,072.16
01/27/2020	27884	TEAMSTERS LOCAL UNION #856	1,189.00
01/27/2020	27885	JAMES TETER	1,409.50
01/27/2020	27886	TJC AND ASSOCIATES, INC	12,110.00
01/27/2020	27887	TYLER TECHNOLOGIES, INC	2,275.40
01/27/2020	27888	UNITED PARCEL SERVICE INC.	134.51
01/27/2020	27889	UPS STORE	418.20
01/27/2020	27890	VALIC	4,255.00
01/27/2020	27891	VERIZON WIRELESS	1,136.03
01/27/2020	27892	JUAN CARLOS SALAZAR	1,120.00
01/27/2020	27893	STEVEN GRIBBLE	18.15
01/27/2020	27894	KEVIN BARRON	6.01
01/27/2020	27895	PETER McCLUSKY	26.66
01/27/2020	27896	S C PROPERTIES	131.47
01/27/2020	27897	CORNER YOGURT LLC	46.10
01/27/2020	27898	THE CLINTON LIVING TRUST	51.50

SUBTOTAL CLAIMS FOR MONTH \$ 1,351,921.78

WIRE PAYMENTS

MONTH	VENDOR		AMOUNT
01/06/2020	DFT0000273	CalPERS FISCAL SERVICES DIVISION	18,799.50
01/14/2020	DFT0000276	PUB. EMP. RETIRE SYSTEM	14,452.37
01/23/2020	DFT0000277	PUB. EMP. RETIRE SYSTEM	14,308.47
1/31/2020		BANK AND CREDIT CARD FEES	\$ 7,545.80
		SUBTOTAL WIRE PAYMENTS FOR MONTH	\$ 55,106.14
TOTAL CLAIMS FOR THE MONTH			\$ 1,407,027.92



Coastside County Water District

Monthly Budget Report Account Summary

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget	
Revenue										
RevType: 1 - Operating										
1-4120-00	Water Revenue	627,300.00	735,902.64	108,602.64	17.31 %	7,626,000.00	7,718,209.16	92,209.16	1.21 %	12,300,000.00
	Total RevType: 1 - Operating:	627,300.00	735,902.64	108,602.64	17.31 %	7,626,000.00	7,718,209.16	92,209.16	1.21 %	12,300,000.00
RevType: 2 - Non-Operating										
1-4170-00	Water Taken From Hydrants	4,167.00	1,739.56	-2,427.44	-58.25 %	29,167.00	39,068.01	9,901.01	33.95 %	50,000.00
1-4180-00	Late Notice - 10% Penalty	5,000.00	3,144.67	-1,855.33	-37.11 %	35,000.00	49,947.95	14,947.95	42.71 %	60,000.00
1-4230-00	Service Connections	833.00	0.00	-833.00	-100.00 %	5,833.00	8,708.40	2,875.40	49.30 %	10,000.00
1-4920-00	Interest Earned	523.00	-321.67	-844.67	-161.50 %	3,658.00	61,309.75	57,651.75	1,576.05 %	6,270.00
1-4930-00	Tax Apportionments/County Checks	3,000.00	1,154.21	-1,845.79	-61.53 %	418,000.00	495,825.16	77,825.16	18.62 %	725,000.00
1-4950-00	Miscellaneous Income	2,083.00	29,480.18	27,397.18	1,315.28 %	14,583.00	31,431.18	16,848.18	115.53 %	25,000.00
1-4955-00	Cell Site Lease Income	14,275.00	14,898.96	623.96	4.37 %	99,925.00	106,316.44	6,391.44	6.40 %	171,300.00
1-4965-00	ERAF Refund - County Taxes	338,000.00	264,511.02	-73,488.98	-21.74 %	338,000.00	501,486.81	163,486.81	48.37 %	338,000.00
	Total RevType: 2 - Non-Operating:	367,881.00	314,606.93	-53,274.07	-14.48 %	944,166.00	1,294,093.70	349,927.70	37.06 %	1,385,570.00
	Total Revenue:	995,181.00	1,050,509.57	55,328.57	5.56 %	8,570,166.00	9,012,302.86	442,136.86	5.16 %	13,685,570.00
Expense										
ExpType: 1 - Operating										
1-5130-00	Water Purchased	80,000.00	24,722.26	55,277.74	69.10 %	1,415,000.00	1,271,059.33	143,940.67	10.17 %	1,941,948.00
1-5230-00	Nunes T P Pump Expense	3,772.00	2,986.89	785.11	20.81 %	26,402.00	23,008.08	3,393.92	12.85 %	45,259.00
1-5231-00	CSP Pump Station Pump Expense	15,000.00	-4,667.14	19,667.14	131.11 %	250,000.00	195,613.41	54,386.59	21.75 %	357,305.00
1-5232-00	Other Trans. & Dist Pump Expense	2,382.00	1,292.60	1,089.40	45.73 %	16,674.00	9,665.44	7,008.56	42.03 %	28,584.00
1-5233-00	Pilarcitos Canyon Pump Expense	10,000.00	8,466.84	1,533.16	15.33 %	23,000.00	17,303.15	5,696.85	24.77 %	42,000.00
1-5234-00	Denniston T P Pump Expense	10,000.00	10,966.38	-966.38	-9.66 %	81,000.00	74,101.64	6,898.36	8.52 %	137,800.00
1-5242-00	CSP Pump Station Operations	927.00	833.67	93.33	10.07 %	6,489.00	10,482.05	-3,993.05	-61.54 %	11,128.00
1-5243-00	CSP Pump Station Maintenance	3,083.00	576.11	2,506.89	81.31 %	21,583.00	24,165.34	-2,582.34	-11.96 %	37,000.00
1-5246-00	Nunes T P Operations - General	6,747.00	6,441.66	305.34	4.53 %	47,229.00	48,398.84	-1,169.84	-2.48 %	80,964.00
1-5247-00	Nunes T P Maintenance	10,200.00	14,714.41	-4,514.41	-44.26 %	71,400.00	58,187.33	13,212.67	18.51 %	122,500.00
1-5248-00	Denniston T P Operations-General	4,084.00	3,669.70	414.30	10.14 %	28,583.00	29,231.86	-648.86	-2.27 %	49,000.00
1-5249-00	Denniston T.P. Maintenance	8,667.00	5,734.73	2,932.27	33.83 %	60,667.00	105,301.49	-44,634.49	-73.57 %	104,000.00
1-5250-00	Laboratory Expenses	6,250.00	2,499.59	3,750.41	60.01 %	43,750.00	30,884.61	12,865.39	29.41 %	75,000.00
1-5260-00	Maintenance - General	25,000.00	19,011.38	5,988.62	23.95 %	175,000.00	202,354.72	-27,354.72	-15.63 %	300,000.00
1-5261-00	Maintenance - Well Fields	3,333.00	0.00	3,333.00	100.00 %	23,333.00	40,359.12	-17,026.12	-72.97 %	40,000.00
1-5263-00	Uniforms	0.00	0.00	0.00	0.00 %	6,000.00	5,229.92	770.08	12.83 %	12,500.00
1-5318-00	Studies/Surveys/Consulting	17,000.00	1,290.29	15,709.71	92.41 %	77,000.00	27,891.03	49,108.97	63.78 %	160,000.00
1-5321-00	Water Resources	2,183.00	245.86	1,937.14	88.74 %	15,283.00	3,042.02	12,240.98	80.10 %	26,200.00

Monthly Budget Report

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Variance	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Variance	Total Budget
1-5322-00 Community Outreach	2,000.00	5,517.64	-3,517.64	-175.88 %	10,000.00	11,295.13	-1,295.13	-12.95 %	56,900.00
1-5381-00 Legal	8,333.00	12,111.80	-3,778.80	-45.35 %	58,333.00	62,088.50	-3,755.50	-6.44 %	100,000.00
1-5382-00 Engineering	5,167.00	-24,222.70	29,389.70	568.80 %	36,167.00	63,098.96	-26,931.96	-74.47 %	62,000.00
1-5383-00 Financial Services	0.00	1,932.00	-1,932.00	0.00 %	16,000.00	9,742.00	6,258.00	39.11 %	22,000.00
1-5384-00 Computer Services	14,200.00	13,237.66	962.34	6.78 %	96,200.00	98,411.27	-2,211.27	-2.30 %	167,600.00
1-5410-00 Salaries/Wages-Administration	91,000.00	72,925.77	18,074.23	19.86 %	675,000.00	575,924.19	99,075.81	14.68 %	1,179,832.00
1-5411-00 Salaries & Wages - Field	112,000.00	109,735.62	2,264.38	2.02 %	846,500.00	819,340.68	27,159.32	3.21 %	1,461,020.00
1-5420-00 Payroll Tax Expense	14,100.00	13,986.98	113.02	0.80 %	105,800.00	102,904.27	2,895.73	2.74 %	183,582.00
1-5435-00 Employee Medical Insurance	41,734.00	37,505.43	4,228.57	10.13 %	272,747.00	268,487.12	4,259.88	1.56 %	481,419.00
1-5436-00 Retiree Medical Insurance	4,810.00	4,431.32	378.68	7.87 %	31,210.00	27,623.96	3,586.04	11.49 %	55,274.00
1-5440-00 Employees Retirement Plan	51,610.00	24,923.60	26,686.40	51.71 %	361,271.00	250,944.31	110,326.69	30.54 %	619,321.00
1-5445-00 Supplemental Retirement 401a	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00 %	35,000.00
1-5510-00 Motor Vehicle Expense	5,500.00	8,356.23	-2,856.23	-51.93 %	35,500.00	72,011.93	-36,511.93	-102.85 %	63,000.00
1-5620-00 Office & Billing Expenses	21,935.00	28,373.26	-6,438.26	-29.35 %	153,545.00	170,101.84	-16,556.84	-10.78 %	263,219.00
1-5620-33 Office - Credit Cards/Bank Fees	0.00	0.00	0.00	0.00 %	0.00	-0.05	0.05	0.00 %	0.00
1-5625-00 Meetings / Training / Seminars	2,250.00	1,917.27	332.73	14.79 %	15,750.00	15,171.85	578.15	3.67 %	27,000.00
1-5630-00 Insurance	11,416.00	19,690.48	-8,274.48	-72.48 %	79,915.00	100,759.40	-20,844.40	-26.08 %	137,000.00
1-5687-00 Membership, Dues, Subscript.	11,000.00	11,714.05	-714.05	-6.49 %	56,000.00	62,154.25	-6,154.25	-10.99 %	78,970.00
1-5689-00 Labor Relations	500.00	0.00	500.00	100.00 %	3,500.00	0.00	3,500.00	100.00 %	6,000.00
1-5700-00 San Mateo County Fees	1,000.00	8,579.00	-7,579.00	-757.90 %	10,000.00	16,158.92	-6,158.92	-61.59 %	24,000.00
1-5705-00 State Fees	1,500.00	520.00	980.00	65.33 %	31,500.00	28,004.15	3,495.85	11.10 %	36,500.00
Total ExpType: 1 - Operating:	608,683.00	450,020.64	158,662.36	26.07 %	5,283,331.00	4,930,502.06	352,828.94	6.68 %	8,630,825.00
ExpType: 4 - Capital Related									
1-5712-00 Debt Service/Existing Bonds 2006B	0.00	0.00	0.00	0.00 %	371,603.00	0.00	371,603.00	100.00 %	484,831.00
1-5715-00 Debt Service/CIEDB 11-099	69,339.00	69,339.27	-0.27	0.00 %	335,977.00	335,977.29	-0.29	0.00 %	335,977.00
1-5716-00 Debt Service/CIEDB 2016	90,599.00	90,599.04	-0.04	0.00 %	323,803.00	323,803.13	-0.13	0.00 %	323,803.00
1-5717-00 Chase Bank - 2018 Loan	0.00	0.00	0.00	0.00 %	0.00	369,096.36	-369,096.36	0.00 %	0.00
Total ExpType: 4 - Capital Related:	159,938.00	159,938.31	-0.31	0.00 %	1,031,383.00	1,028,876.78	2,506.22	0.24 %	1,144,611.00
Total Expense:	768,621.00	609,958.95	158,662.05	20.64 %	6,314,714.00	5,959,378.84	355,335.16	5.63 %	9,775,436.00
Report Total:	226,560.00	440,550.62	213,990.62		2,255,452.00	3,052,924.02	797,472.02		3,910,134.00

**COASTSIDE COUNTY WATER DISTRICT
MONTHLY INVESTMENT REPORT
January 31, 2020**

<u>RESERVE BALANCES</u>	Current Year as of 1/31/2020	Prior Year as of 1/31/2019
CAPITAL AND OPERATING RESERVE	\$8,711,800.43	\$7,986,051.79
RATE STABILIZATION RESERVE	\$250,000.00	\$250,000.00
TOTAL DISTRICT RESERVES	\$8,961,800.43	\$8,236,051.79

ACCOUNT DETAIL

ACCOUNTS WITH TRI COUNTIES BANK		
CHECKING ACCOUNT	\$3,632,657.41	\$3,935,148.61
CSP T & S ACCOUNT	\$104,541.72	\$208,569.13
MONEY MARKET GEN. FUND (Opened 7/20/17)	\$19,445.14	\$19,435.38
LOCAL AGENCY INVESTMENT FUND (LAIF) BALANCE	\$5,204,456.16	\$4,072,198.67
DISTRICT CASH ON HAND	\$700.00	\$700.00
TOTAL ACCOUNT BALANCES	\$8,961,800.43	\$8,236,051.79

This report is in conformity with CCWD's Investment Policy.

COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2019/2020

1/31/2020

* Approved June 2018

Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments
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Equipment Purchases & Replacement

06-03	SCADA/Telemetry/Electrical Controls Replacement	open	\$ 50,000	\$ 81,310	\$ 107,000	\$ (57,000)	76%	\$104K for District-wide SCADA hardware and software upgrade approved at October Board meeting
08-10	Backhoe	completed	\$ 200,000	\$ 157,846	\$ 157,846	\$ 42,154	100%	Backhoe purchase approved by Board in July 2019 (net of trade-in)
99-02	Vehicle Replacement	open	\$ 40,000	\$ 81,752	\$ 81,752	\$ (41,752)	100%	Purchase of 3 vehicles approved by Board in Aug 2019

Facilities & Maintenance

08-08	PRV Valves Replacement Project	In process	\$ 30,000	\$ 6,198	\$ 30,000	\$ -	0%	
09-09	Fire Hydrant Replacement	completed	\$ 140,000	\$ 338,925	\$ 338,925	\$ (198,925)	100%	Purchase of 100 hydrants approved by Board in August 2019
18-13	Denniston WTP and Tank Road Repairs and Paving	In design		\$ 8,992	\$ 400,000	\$ (400,000)	0%	Expanded scope to include storm culverts; planned for Spring, 2020; (\$100K originally budgeted in FY18/19)
99-01	Meter Change Program	ongoing	\$ 20,000	\$ 15,475	\$ 20,000	\$ -	77%	

Pipeline Projects

07-03	Pilarcitos Canyon Pipeline Replacement	In process	\$ 700,000	\$ 787,330	\$ 1,125,000	\$ (425,000)	75%	Approved by Board in September, 2019; project in under construction (completion scheduled by February 2020)
07-04	Bell Moon Pipeline Replacement Project	Completed	\$ 250,000	\$ 335,890	\$ 335,890	\$ (85,890)	100%	
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave (Strawflower)	In pre-design		\$ 46,917	\$ 105,000	\$ (105,000)	n/a	Preliminary design awarded by Board in August 2019
14-01	Replace 12" Welded Steel Line on Hwy 92	\$77K in process		\$ 68,880	\$ 700,000	\$ (700,000)	n/a	Aerial surveying for \$77K approved by Board in August 2019; bypass pipeline on Cozzolino property may be proposed for Spring 2020 (variance reflects timing difference)
14-27	Grandview 2 Inch Replacement	In design		\$ 30,669	\$ 56,100	\$ (56,100)	n/a	Engineering design work approved by Board in July 2019; (originally planned for FY 18/19)
14-31	Ferdinand Avenue - Replace 4" WS Ferdinand Ave. to Columbus	Completed		\$ 592,735	\$ 592,285	\$ (592,285)	100%	
14-32/19-03	Casa del Mar/Grand Blvd PRV Installation and Pipeline Replacement	In process	\$ 350,000	\$ 601,560	\$ 621,899	\$ (271,899)	97%	Project was awarded in May 2019; work to commence December 2019; Grand Blvd portion of the CIP was originally planned for FY 20/21
18-01	Pine Willow Oak Pipeline Replacement	In design		\$ 30,826	\$ 69,700	\$ (69,700)	n/a	Engineering design work approved by Board in July 2019

Pump Stations / Tanks / Wells

08-16,11-05, 11-06,19-02,5113	Tank Projects	TBD	\$ 2,300,000	\$ 43,654	\$ 75,000	\$ 2,225,000	n/a	EKI is assisting Staff in developing a master tank plan for all of the District's tanks
09-18	Pilarcitos Well field improvements	TBD	\$ 150,000		\$ -	\$ 150,000	0%	Moved to future years

Water Supply Development

12-12	Denniston/San Vicente Water Supply Development	ongoing	\$ 200,000	\$ 59,027	\$ 120,000	\$ 80,000	30%	Includes Balance Hydrologics ongoing monitoring; In October 2019, the Board approved continued monitoring for the 2020 Water Year
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COASTSIDE COUNTY WATER DISTRICT
 CAPITAL IMPROVEMENT PROJECTS - STATUS REPORT
 FISCAL YEAR 2019/2020

1/31/2020

* Approved June 2018

Water Treatment Plants

Status	Approved* CIP Budget FY 19/20	Actual To Date FY 19/20	Projected Year-End FY 19/20	Variance vs. Budget	% Completed	Project Status/ Comments		
08-07	Nunes Filter Valve Replacement	open	\$ 140	\$ 70,000	\$ (70,000)	0%	\$500K originally included in FY18/19 plan; project scope has changed to include full filter rehabilitation and other Nunes WTP improvements.	
13-05	Denniston WTP and Booster Pump Station Emergency Power	in process (\$213K + design approved)	\$ 400,000	\$ 33,869	\$ 450,000	\$ (50,000)	8%	In October 2019, the Board approved procurement of generators (\$213K); Projection includes installation. (Installation bids will be presented to Board in future months.)
18-11	Nunes Bulk Caustic Tank	delayed	\$ 40,000		\$ 40,000	0%	Moved to FY21/22	
FY 19/20 TOTAL			\$ 4,870,000	\$ 3,321,994	\$ 5,456,397	\$ (586,397)		

FY2018/2019 CIP Projects in process - paid in FY 2019/2020

17-04	Denniston Dam Spillway	completed		11,010	11,010	\$ (11,010)	100%	
19-06	Crystal Springs Pump Control Valves	completed		33,222	33,222	\$ (33,222)	100%	Approved by Board in FY 2018/19
	Tanks - THM Control	TBD		20,891	60,000	\$ (60,000)	0%	Moved from FY18/19
PREVIOUS YEAR TOTAL				\$ 65,123	\$ 104,232	\$ (104,232)		

UNSCHEDULED/NEW CIP ITEMS FOR CURRENT FISCAL YEAR 2019/2020

NN-00	Unscheduled CIP		\$ 100,000			\$ 100,000	0%	
20-01	Crystal Springs Pump 1 Replacement	In process		89,803	89,803	\$ (89,803)	100%	Emergency Replacement Notice to Board August, 2019
20-02	Crystal Springs - Spare Pump 1	In process		67,113	67,113	\$ (67,113)	100%	Approved by Board in August, 2019
20-07	District Office Repairs	In process		15,626	175,000	\$ (175,000)	0%	October 2019: Board approved \$110K for roof replacement and exterior repairs
20-08	Highway 1 - Pipeline replacement at crossings between Main and Spindrift - Predesign/study	in pre-design			46,000	\$ (46,000)	0%	October 2019: Board approved \$46K for predesign/study
20-03	Sevilla Ave - EG Service Replacement - Lowering of Services	Completed		56,681	56,681	\$ (56,681)	100%	Approved by Board in September, 2019 as emergency; required work due to County road repairs and repaving project
	Office Equipment (Replacement computers; Plotter/ Scanner)	Completed		35,087	35,087	\$ (35,087)	100%	Completed
	Denniston Raw Water Pump #1	Completed		29,736	29,736	\$ (29,736)	100%	
	Denniston - Rebuild Return Water Pump			22,676	22,676	\$ (22,676)	100%	
NEW CIP TOTAL			\$ 100,000	\$ 294,047	\$ 522,096	\$ (422,096)		

CIP GRANDTOTAL \$ 4,970,000 \$ 3,681,164 \$ 6,082,725 \$ (1,112,725)

COLOR KEY:

In process: Board has approved expenditure and work is in process	\$ 4,122,725
Open: Close to a commitment - pending Board approval or notice to proceed	\$ 625,000

Note - \$2,000,000 of CIP funding from FY 2018/19 is carried over to FY 2019/20 - in addition to the \$4,970,000 budget shown above

**Legal Cost Tracking Report
12 Months At-A-Glance**

**Acct. No.5681
Patrick Miyaki - HansonBridgett, LLP
Legal**

Month	Admin (General Legal Fees)	Water Supply Develpmnt	Recycled Water	Transfer Program	CIP	Personnel	Election (CVRA)	Litigation	Infrastructure Project Review (Reimbursable)	TOTAL
Jan-19	3,088			168	469					3,725
Feb-19	3,101				536					3,637
Mar-19	6,508			1,218						7,726
Apr-19	7,061				1,910					8,970
May-19	5,149			326						5,475
Jun-19	3,439			1,055	183					4,677
Jul-19	4,321			834		335				5,490
Aug-19	5,535			496						6,031
Sep-19	4,090					455				4,545
Oct-19	3,360				840		4,612			8,812
Nov-19	3,948						6,905		665	11,518
Dec-19	3,801			365			2,814			6,980
TOTAL	53,399	0	0	4,462	3,938	790	14,331	0	665	77,584

**Engineer Cost Tracking Report
12 Months At-A-Glance**

**Acct. No. 5682
JAMES TETER
Engineer**

Month	Admin & Retainer	CIP	Studies & Projects	TOTAL	Reimbursable from Projects
Jan-19	480	5,126		5,606	
Feb-19	480	2,475		2,955	
Mar-19	480			480	
Apr-19	490		338	828	338
May-19	480		338	818	338
Jun-19	480	1,014		1,494	
Jul-19	480	2,539	676	3,695	676
Aug-19	480	10,152	2,891	13,523	2,891
Sep-19	480	676	1,268	2,424	1,268
Oct-19	480	845	507	1,832	507
Nov-19	480	676		1,156	
Dec-19	480	676	254	1,410	254
TOTAL	5,770	24,179	6,271	36,221	6,272

EKI Environment & Water
Engineering Services Billed Through January 31, 2020

			Not to Exceed			
	Contract Date	Budget	Status	FY 2018-2019	FY 2019-2020	
CIP Project Management						
Fiscal Year 2018-2019	10.19.2018	\$ 25,000.00	Complete			
Fiscal Year 2018-2019	1.14.2019	\$ 40,000.00	Complete			
Fiscal Year 2018-2019	3.12.2019	\$ 75,000.00	Complete			
Fiscal Year 2019-2020	7.29.2019	\$ 180,000.00	Open		\$	77,717.18
Sub Total - CIP Project Management Services		\$ 320,000.00		\$ 163,452.66	\$	77,717.18
Highway 1 South Pipeline Replacement Project	16-02	9.20.2018	\$ 25,000.00	Complete	\$ 17,680.45	
Ferdinand Avenue Pipeline Replacement Design	14-31	2.12.2019	\$ 29,000.00	Complete	\$ 27,824.37	\$ 1,169.10
Casa Del Mar Main Replacement (Phase 1) and Grand Boulevard Pipeline/PRV Loop Design	14-32	2.12.2019	\$ 28,500.00	Complete	\$ 27,297.34	\$ 1,195.22
Denniston Culvert Replacement and Paving Project	18-13	7.1.2019	\$ 9,900.00	Open	\$ 804.96	\$ 13,749.58
Construction Inspection Services for Ferdinand Avenue Water Main Replacement Project	14-31	7.1.2019	\$ 29,800.00	Complete		\$ 29,589.00
Pine Willow Oak Water Main Replacement Project	18-01	7.29.2019	\$ 69,700.00	Open		\$ 30,825.89
Grandview Water Main Replacement Project (Design, Bid Support, construction support)	14-27	7.29.2019	\$ 56,100.00	Open		\$ 30,669.23
Pilarcitos Creek Crossing Water Main Replacement Preliminary Design	13-02	8.27.2019	\$ 104,600.00	Open		\$ 43,465.77
Grandview/Silver/Terrace/Spindrift Under Hwy 1 PreDesign	20-08	10.15.2019	\$ 45,600.00	Open		\$ 2,865.98
Total - All Services			\$ 718,200.00		\$ 237,059.78	\$ 231,246.95

Calcon T&M Projects Tracking

1/31/2020

Project No.	Name	Status	Proposal Date	Approved Date	Project Budget	Project Actual thru 6/30/19	Project Billings FY2019-20
Closed Projects:							
CAL-13-01	EG Tank 2 Recoating Project	Closed	9/30/13	10/8/13	\$8,220.00	\$ 8,837.50	
CAL-13-02	Nunes Control System Upgrades	Closed	9/30/13	10/8/13	\$46,141.00	\$ 55,363.60	
CAL-13-03	Win 911 and PLC Software	Closed	9/30/13	10/8/13	\$9,717.00	\$ 12,231.74	
CAL-13-04	Crystal Springs Surge Tank Retrofit	Closed	11/26/13	11/27/13	\$31,912.21	\$ 66,572.54	
CAL-13-06	Nunes Legacy Backwash System Removal	Closed	11/25/13	11/26/13	\$6,516.75	\$ 6,455.00	
CAL-13-07	Denniston Backwash FTW Valves	Closed	11/26/13	11/27/13	\$6,914.21	\$ 9,518.28	
CAL-14-01	Denniston Wash Water Return Retrofit	Closed	1/28/14	2/14/14	\$13,607.00	\$ 13,591.60	
CAL-14-02	Denniston Calrifier SCADA Data	Closed	4/2/14	4/7/14	\$4,125.00	\$ 4,077.50	
CAL-14-03	Nunes Surface Scatter Turbidimeter	Closed	4/2/14	4/7/14	\$2,009.50	\$ -	
CAL-14-04	Phase I Control System Upgrade	Closed	4/2/14	4/7/14	\$75,905.56	\$ 44,459.14	
CAL-14-06	Miramar Control Panel	Closed	8/28/14	8/28/14	\$37,953.00	\$ 27,980.71	
CAL-14-08	SFWater Flow & Data Logger/Cahill Tank	Closed	8/20/2014	8/20/2014	\$1,370.00	\$ 1,372.00	
CAL-15-01	Main Street Monitors	Closed				\$ 6,779.42	
CAL-15-02	Denniston To Do List	Closed				\$ 2,930.00	
CAL-15-03	Nunes & Denniston Turbidity Meters	Closed			\$6,612.50	\$ 12,536.12	
CAL-15-04	Phase II Control System Upgrade	Closed	6/23/2015	8/11/2015	\$195,000.00	\$ 202,227.50	
CAL-15-05	Permanganate Water Flow	Closed				\$ 1,567.15	
CAL-16-04	Radio Network	Closed	12/9/2016	1/10/2017	\$126,246.11	\$ 139,200.68	
CAL-16-05	El Granada Tank No. 3 Recoating	Closed	12/16/2016		\$6,904.50	\$ 6,845.00	
CAL-17-03	Nunes Valve Control	Closed	6/29/2017	7/11/2017	\$73,281.80	\$ 79,034.35	
CAL-17-04	Denniston Booster Pump Station	Closed	7/27/2017	8/8/2017	\$21,643.75	\$ 29,760.00	
CAL-17-05	Crystal Springs Pump Station #3 Soft Start	Closed	7/27/2017	8/8/2017	\$12,213.53	\$ 12,178.13	
CAL-18-04	Tank Levels Calibration Special	Closed	3/5/2018	3/5/2018	\$8,388.75	\$ 10,700.00	
CAL-18-05	Pilarcitos Stream Flow Gauge -Well 1 120 Service Power	Closed	3/22/2018	3/22/2018	\$3,558.13	\$ 3,997.40	
CAL-17-06	Nunes Flocculartor & Rapid Mix VFD Panels	Closed	12/6/2017	12/12/2017	\$29,250.75	\$ 30,695.66	
CAL-17-01	Crystal Springs Leak Valve Control	Closed	2/8/2017	2/14/2017	\$8,701.29	\$ 18,055.88	
CAL-17-02	Crystal Springs Requirements & Addtl Controls	Closed	2/8/2017	2/14/2017	\$38,839.50	\$ 41,172.06	
CAL-18-02	Nunes Plant HMI V2	Closed	11/12/2018		\$10,913.14	\$ 9,434.90	
CAL-18-03	CSP Breakers & Handles		3/7/2018	3/7/2018	\$25,471.47	\$ 49,837.52	
CAL-18-06	Nunes VFD Project		9/6/2018	9/6/2018	\$2,381.51	\$ 895.50	
Closed Projects - Subtotal (pre FY2019-20)					\$813,797.96	\$908,306.88	
FY 2019-20 Open Projects:							
CAL-19-01	CSP Cla-Val Power Checks		2/4/2019	2/4/2019	\$15,067.91	\$ 17,852.94	\$ 10,778.25
CAL-19-02	CSP Wet Well		4/1/2019	4/1/2019	\$12,960.24	\$ 12,853.20	
CAL-19-03	Pilarcitos Flow Meter Project		4/1/2019	4/1/2019	\$14,493.75	\$ 16,241.84	\$ 1,375.00
CAL-19-04	CSP Main Breaker						
CAL-19-04	SCADA Systems		10/15/2019	10/15/2019	\$104,000.00		\$ 78,000.00
Open Projects - Subtotal					\$146,521.90	\$46,947.98	\$90,153.25
Other: Maintenance							
Tanks							
Crystal Springs Maintenance							\$ 819.40
Nunes Maintenance							\$ 24,536.60
Denniston Maintenance							\$ 34,215.95
Distribution System							\$ 12,435.24
Wells							\$ 7,050.16
TOTAL FY 2019/20							\$ 79,057.35

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

January 14, 2020

PUBLIC HEARING

**CONVERSION FROM AN AT-LARGE ELECTORAL SYSTEM
FOR ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS
TO ONE BASED ON FIVE (5) ZONES PURSUANT TO
THE CALIFORNIA VOTING RIGHTS ACT**

President Chris Mickelsen called the meeting to order at 6:00 p.m. and noted that this meeting is a public hearing. Directors Bob Feldman, Ken Coverdell, and Vice President Glenn Reynolds were in attendance. Director Jim Larimer arrived at the meeting at 6:05 p.m.

Also present: Mary Rogren, General Manager; Kimon Manolius, Legal Counsel; and JoAnne Whelen, Administrative Assistant, Recording Secretary. Consultant Dr. Justin Levitt, Vice President with National Demographics Corporation, was also present. Cathleen Brennan, Water Resource Analyst, and Gina Brazil, Office Manager, were present and seated in the audience. There were no members of the public in attendance.

**PRESENTATION REGARDING THE CALIFORNIA VOTING RIGHTS ACT, THE
PROCESS OF CONVERSION FROM AN AT-LARGE TO ZONE BASED SYSTEM**

Dr. Justin Levitt, Vice President of National Demographics Corporation (NDC), introduced himself and began his presentation. He reported that he has worked with Doug Johnson, Founder and President of NDC, on the three draft maps and was also involved in working on the maps during this same election process for the City of Half Moon Bay.

Dr. Levitt described the steps and the tentative Districting timeline for this process leading up to the selection and adoption of a final map, anticipated for February 11, 2020. He also explained the impact of the 2020 Census, noting that there may be eventual adjustments to the map following new census data to be released in 2021.

Dr. Levitt reviewed the Districting Rules and Goals and summarized the Federal Laws and the Traditional Redistricting Principles and discussed Communities of Interest and summarized the concentrated areas of the Latino population within the District.

The first map that Dr. Levitt presented, including a review of the features and boundaries, was referenced as the "Green Map", followed by the "Purple Map", and finally the "Tan Map". Discussion ensued, resulting with the Board providing comments to Dr. Levitt, requesting that the map identified by the color purple be changed to be referenced as the

“Blue Map”. A few adjustments to the boundaries were also discussed regarding the Blue Map, with Dr. Levitt proposing to bring to the Board at the next public hearing, scheduled for January 28, 2020, a new additional version of the Blue Map (Blue #2), with some adjustments to the boundaries. The Board said that they are not interested in deliberating on the Tan Map any further, and that this map can be eliminated for their consideration.

Mr. Miyaki noted that there were no members of the public present to participate in the public hearing.

ADJOURNMENT

President Mickelsen adjourned the meeting at 6:57 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

January 14, 2020

- 1) **ROLL CALL** - President Chris Mickelsen called the meeting to order at 7:02 p.m. Present at roll call: Directors Bob Feldman, Jim Larimer, Ken Coverdell and Vice-President Glenn Reynolds.

Also present: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; James Derbin, Superintendent of Operations; JoAnne Whelen, Administrative Assistant/Recording Secretary, Cathleen Brennan, Water Resource Analyst; and Gina Brazil, Office Manager.

- 2) **PLEDGE OF ALLEGIANCE**

- 3) **PUBLIC COMMENT** - There were no public comments.

- 4) **CONSENT CALENDAR**

- A. Approval of disbursements for the month ending December 31, 2019
- B. Acceptance of Financial Reports
- C. Approval of Minutes of December 10, 2019 Public Hearing
- D. Approval of Minutes of December 10, 2019 Regular Board of Directors Meeting
- E. Approval of Minutes of December 17, 2019 Public Hearing
- F. Monthly Water Service Connection Transfer Report
- G. Installed Water Connection Capacity and Water Meters Report
- H. Total CCWD Production Report
- I. CCWD Monthly Sales by Category Report - December 2019
- J. Monthly Planned Plant or Tank Discharge and New Water Line Flushing Report
- K. Monthly Rainfall Reports
- L. S.F.P.U.C. Hydrological Report for the month of November 2019
- M. S.F.P.U.C. Hydrological Report for the month of December 2019
- N. Notice of Completion - Bell Moon Pipeline Replacement Project
- O. Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2018-2019

President Mickelsen reported that he had reviewed the monthly financial claims and found all to be in order.

ON MOTION BY Director Coverdell and seconded by Vice-President Reynolds, the Board voted to approve the Consent Calendar in its entirety:

Director Larimer	Aye
Vice-President Reynolds	Aye
Director Coverdell	Aye
Director Feldman	Aye
President Mickelsen	Aye

5) MEETINGS ATTENDED / DIRECTOR COMMENTS

There were no reports of meetings attended or Director comments.

6) GENERAL BUSINESS

A. Coastside County Water District Basic Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2019

Ms. Rogren introduced Jeff Palmer, with Fedak & Brown LLP, the District's Independent Auditor. Mr. Palmer proceeded with his presentation, detailing the audit standards including assessing the District's internal controls, agreeing with balances to support documentation and to perform analysis of key relationships. He reported the results, an unmodified "clean" opinion with regards to the financial position of the District in all material respects. Mr. Palmer reported that based on the findings of their audit, no material weaknesses within the District's internal control structure were identified. He also summarized the communication to the governing board and reviewed the financial highlights in terms of assets, liabilities, and the District's net position, and answered a few questions from the Board.

ON MOTION BY Director Coverdell and seconded by Director Feldman, the Board voted by roll call vote to accept the Coastside County Water District's Basic Financial Statements and Independent Auditor's Report for Fiscal year Ended June 30, 2019:

Director Larimer	Aye
Vice-President Reynolds	Aye
Director Coverdell	Aye
Director Feldman	Aye
President Mickelsen	Aye

B. Quarterly Financial Review

Ms. Rogren referenced the Period Budget Analysis and summarized the year-to-date revenue and expenses for the first six months of Fiscal Year 2019-2020. She reviewed the key highlights including the year to date total revenue being \$387,000

above budget and the operating expenses being \$197,000 or 3.5% below budget. Ms. Rogren also recapped the Capital Improvement Projects, noting that for the first six months of the 2019-2020 Fiscal Year, the District spent \$3,100,000 in Capital Improvement Projects, with another \$900,000 already committed and in process.

C. Fiscal Year 2020-2021 and Fiscal Year 2021-2022 Budget Process Timeline

Ms. Rogren pointed out a couple of key adjustments to the budget process timeline, including conducting the public hearing to approve the Operations and Maintenance and the Capital Improvement Program Budgets, and to approve the Rate Adjustments at the June 9, 2020 Regular Board of Directors Meeting.

D. Review of Coastside County Water District Board Committees and Composition of Committees

President Mickelsen reported that he has an interest in serving on the District’s Facilities Committee and had advised one of the current Committee Members, Jim Larimer, of his interest to take his place with serving on this committee. Director Larimer agreed, and also accepted the assignment to take President Mickelsen’s position on the District’s Human Resources Committee.

Mr. Miyaki stated that by reviewing this matter, the Board also reviewed the purposes, guidelines, and time frames of the standing committees and advisory committees and that any revisions to the composition of the committee assignments must now be made by Board action.

ON MOTION BY Vice-President Reynolds and seconded by President Mickelsen, the Board voted by roll call vote to approve the 2020 Board committees and assignments with the updated change to have President Mickelsen serve on the District’s Facilities Committee along with Vice-President Reynolds and for Director Larimer to serve on the District’s Human Resources Committee with Director Feldman:

Director Larimer	Aye
Vice-President Reynolds	Aye
Director Coverdell	Aye
Director Feldman	Aye
President Mickelsen	Aye

E. Appointment of CCWD Board Member Representative Alternate(s) to participate in San Mateo Local Agency Formation Committee (LAFCo) election of officers

President Mickelsen reminded the Board that this is an annual exercise where the District designates each of the other members of the Board as an alternate to participate in LAFCo’s election of officers if the Board President is not available.

ON MOTION BY Vice-President Reynolds and seconded by President Mickelsen, the Board voted, by roll call vote, to appoint CCWD Board Member Representative alternate(s) by name: Vice-President Reynolds, and Directors Larimer, Coverdell and Feldman, to participate in San Mateo Local Agency Formation Commission (LAFCo) election of officers:

Director Larimer	Aye
Vice-President Reynolds	Aye
Director Coverdell	Aye
Director Feldman	Aye
President Mickelsen	Aye

7) MONTHLY INFORMATIONAL REPORTS

A. Superintendent of Operations

Mr. Derbin reviewed operations highlights for the month of December 2019.

B. Water Resources Report

Ms. Brennan provided an update on the Regional Water Demand Study, advising that this work will support the District's 2020 Urban Water Management Plan. She also directed the Board's attention to a fact sheet on the New Water Use Efficiency Legislation prepared by the Association of California Water Agencies, for the purpose of assisting water agencies with providing the correct information to the public about the new water efficiency laws.

8) DIRECTOR AGENDA ITEMS - REQUESTS FOR FUTURE BOARD MEETINGS

Director Coverdell suggested that the Director compensation paid for District meeting attendance be reviewed and possibly increased which could also act as an incentive for local members of the public within the District's boundaries to participate as a potential Board member. Mr. Miyaki advised that there are legal considerations that he can provide for this future agenda item

President Mickelsen then announced the closed session agenda item, and there was a brief break at 7:50 p.m. to clear the Board room. The Board convened into closed session at 7:57 p.m.

9) CLOSED SESSION

**A. Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation - One Potential Case**

10) RECONVENE TO OPEN SESSION

The Board reconvened into open session at 8:20 p.m. Mr. Miyaki reported that no action was taken in the Closed Session.

11) ADJOURNMENT

The Board meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, January 28, 2020

- 1) **ROLL CALL** - President Mickelsen called the meeting to order at 5:03 p.m. Present at roll call: Directors Jim Larimer, Ken Coverdell and Vice-President Glenn Reynolds. Director Bob Feldman arrived at the meeting at 5:07 p.m.

Also present: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; Kimon Manolius, Legal Counsel; and Douglas Johnson, President and Founder of National Demographics Corporation (NDC).

- 2) **PLEDGE OF ALLEGIANCE** - President Mickelsen announced that reciting the Pledge of Allegiance would be deferred to the 6:00 p.m. Public Hearing following this Special Board of Directors Meeting.

- 3) **PUBLIC COMMENT** - There were no public comments.

- 4) **CLOSED SESSION**

A. Pursuant to California Government Code Section 54956.9(d)(2)
Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation
One Potential Case

- 5) **RECONVENE TO OPEN SESSION**

A. Public Report of Closed Session Action

The Board reconvened into open session at 6:05 p.m. Mr. Miyaki reported that no action was taken in the Closed Session.

- 6) **ADJOURNMENT** - The Special Meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

COASTSIDE COUNTY WATER DISTRICT

766 MAIN STREET

HALF MOON BAY, CA 94019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

January 28, 2020

PUBLIC HEARING

**CONVERSION FROM AN AT-LARGE ELECTORAL SYSTEM
FOR ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS
TO ONE BASED ON FIVE (5) ZONES PURSUANT TO
THE CALIFORNIA VOTING RIGHTS ACT**

President Chris Mickelsen opened the meeting and called it to order at 6:09 p.m. Directors Bob Feldman, Ken Coverdell, Jim Larimer, and Vice President Glenn Reynolds were all in attendance. Mr. Miyaki noted that this is a special board meeting and public hearing.

Also present: Mary Rogren, General Manager; Patrick Miyaki, Legal Counsel; Kimon Manolius, Legal Counsel; and JoAnne Whelen Administrative Assistant, Recording Secretary. Consultant Douglas Johnson, President and Founder of National Demographics Corporation, (NDC) was also in attendance. Employees, Cathleen Brennan, Water Resource Analyst, and Gina Brazil, Office Manager, were present and seated in the audience. There were no members of the public in attendance.

President Mickelsen called for the Pledge of Allegiance.

**PRESENTATION REGARDING THE CALIFORNIA VOTING RIGHTS ACT, THE
PROCESS OF CONVERSION FROM AN AT-LARGE TO ZONE BASED SYSTEM**

Mr. Johnson began this fourth public hearing by briefly summarizing the schedule for the remainder of this process, which will be concluded with the adoption of the final ordinance, scheduled for February 11, 2020. He also reviewed the Districting rules and goals once again, outlining the federal laws and the transitional redistricting principles. In response to queries from the Board members, Mr. Johnson confirmed that the analysis, presentation, and delivery of information, maps and materials have complied with the objectives of the districting rules and goals. He stated that although NDC did receive input in the way of thoughts and ideas from the District's Board Members with regards to the mapping, no instructions or specific requests were expressed from any of the Board Members during this process. Mr. Johnson reviewed details of the boundaries defined with the Blue Map and the newly drafted alternate map named Blue 2.

Mr. Manolius reiterated that all of the maps that the District is considering are compliant with both federal and state laws.

Director Feldman stated that he is in support of moving the Blue 2 map forward, noting that he believes that this map choice meets the criteria of the law and demonstrates the best way to serve the community going forward given the demographics.

Director Coverdell stated that he feels that the Blue 2 map will allow the District to provide to a group that is purported to be unrepresented with the best and soonest opportunity to be involved in an election and elect a representative to serve on the District's Board of Directors, and to meet the requirements of the federal and state laws.

President Mickelsen agreed, adding that the Blue 2 map addresses a fair distribution, and common-sense approach, while retaining the use of natural boundaries, is legally defensible and has been confirmed by the demographer that it meets all current requirements.

Mr. Miyaki provided a summary of the meeting, reporting that this concludes the fourth public hearing on this subject, there were no members of the public present and no written comments have been submitted to the District on this matter. He also advised that the law requires a final (fifth) public hearing, which is scheduled for Tuesday, February 11th, the same date as the District's Regular Monthly Board of Directors meeting, at which point an ordinance will be presented for the District to consider selection of one of the maps that has been presented, as well as identifying which of the three zones will elect a board member in 2020 and which of the two zones will elect a board member in 2022.

ADJOURNMENT

President Mickelsen adjourned the meeting at 6:32 p.m.

Respectfully submitted,

Mary Rogren, General Manager
Secretary to the District

Chris Mickelsen, President
Board of Directors

**COASTSIDE COUNTY WATER DISTRICT
Installed Water Connection Capacity & Water Meters**

FY 19/20 Meters

Installed Water Meters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
HMB Non-Priority													
0.5" capacity increase													
5/8" meter	4		1		1								6
3/4" meter													
1" meter		1											1
1 1/2" meter													
2" meter													
3" meter													
HMB Priority													
0.5" capacity increase													
5/8" meter							1						1
3/4" meter													
1" meter													
1 1/2" meter													
2" meter													
County Non-Priority													
0.5" capacity increase													
5/8" meter				2	1	3							6
3/4" meter													
1" meter													
County Priority													
5/8" meter		1											1
3/4" meter													
1" meter													
1.5" meter		1											1
Totals	4	3	1	2	2	3	1						16

5/8" meter = 1 connection
 3/4" meter = 1.5 connections
 1" meter = 2.5 connections
 1.5" meter = 5 connections
 2" meter = 8 connections
 3" meter = 17.5 connections

FY 2019 Capacity (5/8" connection equivalents)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
HMB Non-Priority	4	2.5	1		1								8.5
HMB Priority							1						1
County Non-Priority				2	1	3							6
County Priority		6											6
Total	4	8.5	1	2	2	3	1						21.5

TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2020

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	1.61	28.25	0.00	22.27	20.58	72.71	2.58	70.13
AUG	1.44	22.18	0.00	20.20	26.36	70.18	2.21	67.97
SEPT	1.43	19.67	0.00	19.19	30.98	71.27	3.32	67.95
OCT	0.27	5.45	0.00	9.91	48.70	64.33	1.74	62.59
NOV	0.17	19.16	8.61	0.00	29.39	57.33	2.56	54.77
DEC	0.02	18.87	13.91	0.00	4.10	36.90	3.16	33.74
JAN	0.00	18.92	14.65	0.00	1.79	35.36	2.45	32.92
FEB								
MAR								
APR								
MAY								
JUN								
TOTAL	4.94	132.50	37.17	71.57	161.90	408.08	18.01	390.07
% MONTHLY TOTAL	0.0%	53.5%	41.4%	0.0%	5.1%	100.0%	6.9%	93.1%
% ANNUAL TO DATE TOTAL	1.2%	32.5%	9.1%	17.5%	39.7%	100.0%	4.4%	95.6%

CCWD vs SFPUC- month 94.9% 5.1%
 CCWD vs SFPUC- annual 42.8% 57.2%

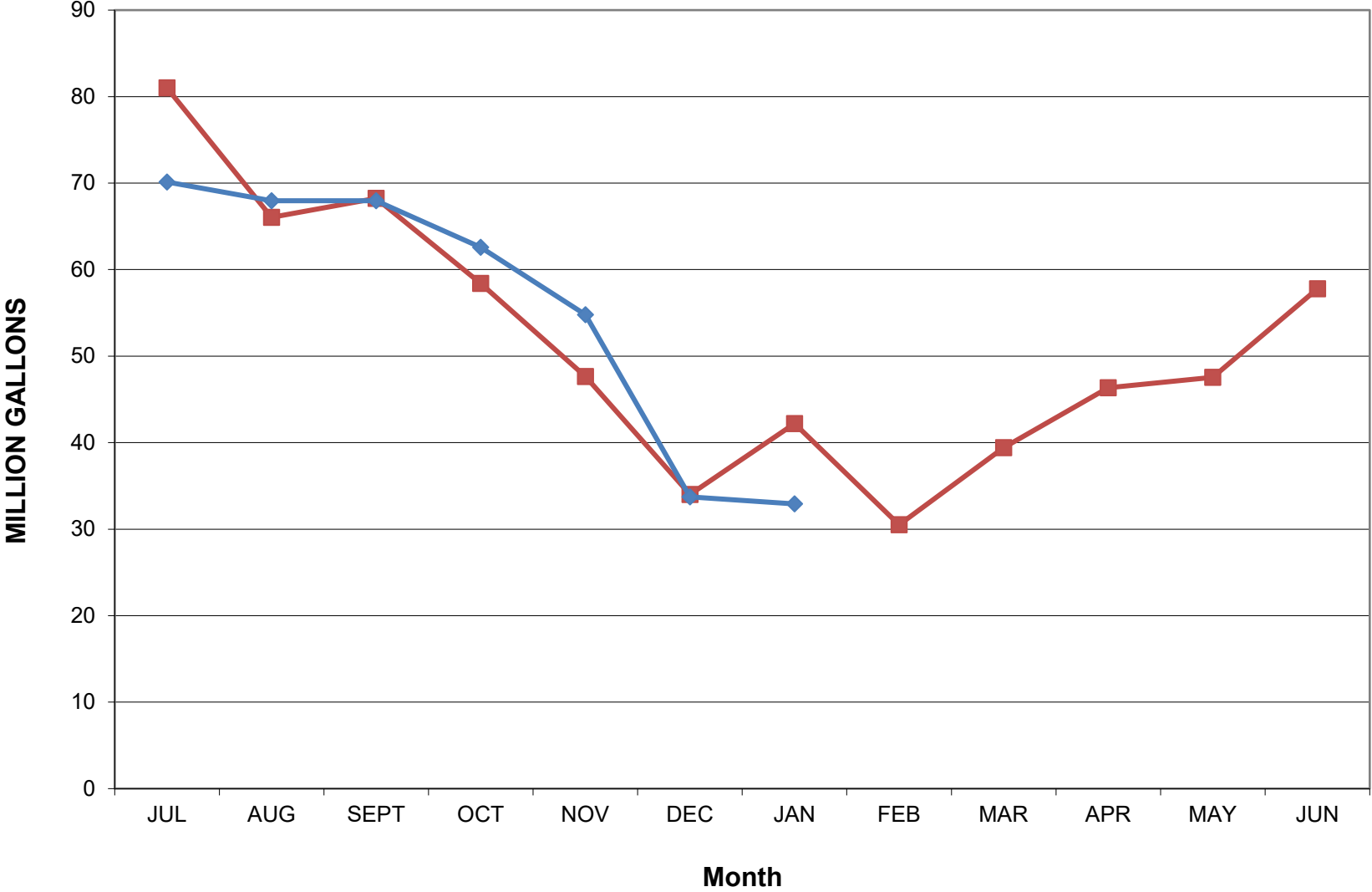
12 Month Running Treated Total

611.67

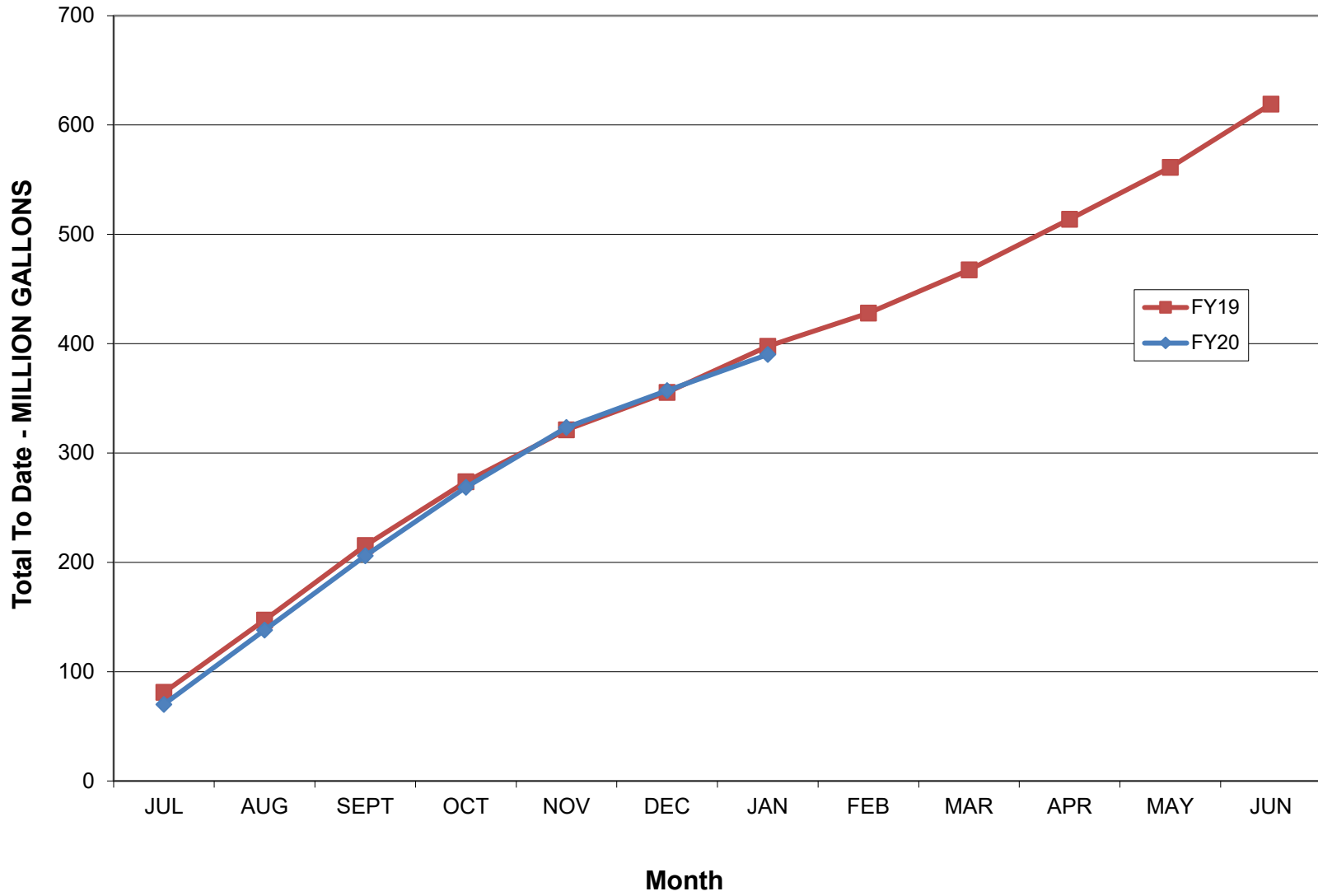
TOTAL CCWD PRODUCTION (MG) ALL SOURCES- FY 2019

	CCWD Sources			SFPUC Sources		RAW WATER TOTAL	UNMETERED WATER	TREATED TOTAL
	DENNISTON WELLS	DENNISTON RESERVOIR	PILARCITOS WELLS	PILARCITOS LAKE	CRYSTAL SPRINGS RESERVOIR			
JUL	2.36	13.98	0.00	37.74	30.90	84.98	3.98	81.00
AUG	0.62	3.36	0.00	27.20	36.80	67.98	1.94	66.04
SEPT	0.00	0.00	0.00	30.48	39.24	69.72	1.48	68.24
OCT	0.00	0.00	0.00	22.98	37.51	60.49	2.09	58.40
NOV	0.00	0.00	5.78	0.00	44.10	49.88	2.24	47.64
DEC	1.31	11.50	14.35	7.12	2.78	37.06	3.07	33.99
JAN	1.97	16.07	15.84	5.30	5.57	44.75	2.55	42.19
FEB	0.00	7.73	16.1	8.89	0.10	32.82	2.32	30.50
MAR	0.15	6.77	22.27	12.27	0.09	41.55	2.12	39.43
APR	0.14	33.31	0.00	14.02	2.83	50.30	3.95	46.36
MAY	0.00	32.51	0.00	13.26	5.35	51.12	3.58	47.54
JUN	1.31	35.61	0.00	19.50	5.77	62.19	4.41	57.78
TOTAL	7.86	160.84	74.34	198.76	211.04	652.83	33.73	619.10
% TOTAL	1.2%	24.6%	11.4%	30.4%	32.3%	100.0%	5.17%	94.8%

Monthly Production FY 19 vs FY 20



Cumulative Production FY19 vs FY20



CCWD Monthly Leak Report - January 2020

	Date Reported Discovered	Date Repaired	Location	Pipe Class	Pipe Size & Type	Estimated Water Loss MG
1	1/7/2020	1/7/20	1501 Spinaker Ln.	Main	6" Cast Iron	0.008
2	1/23/2020	1/23/2020	225 Garcia St.	Main	6" Cast Iron	0.020
3						
4						
5						
6						
7						
8						
Total						0.028

OTHER DISCHARGES	
Total Volumes (MG)	
Flushing Program	0.058
Reservoir Cleaning	0.000
Automatic Blowoffs	0.044
Dewatering Operations	0.000
Other	0.000
PLANNED DISCHARGES	
GRAND TOTAL (MG)	
0.102	

Coastside County Water District
 766 Main Street
 July 2019 - June 2020

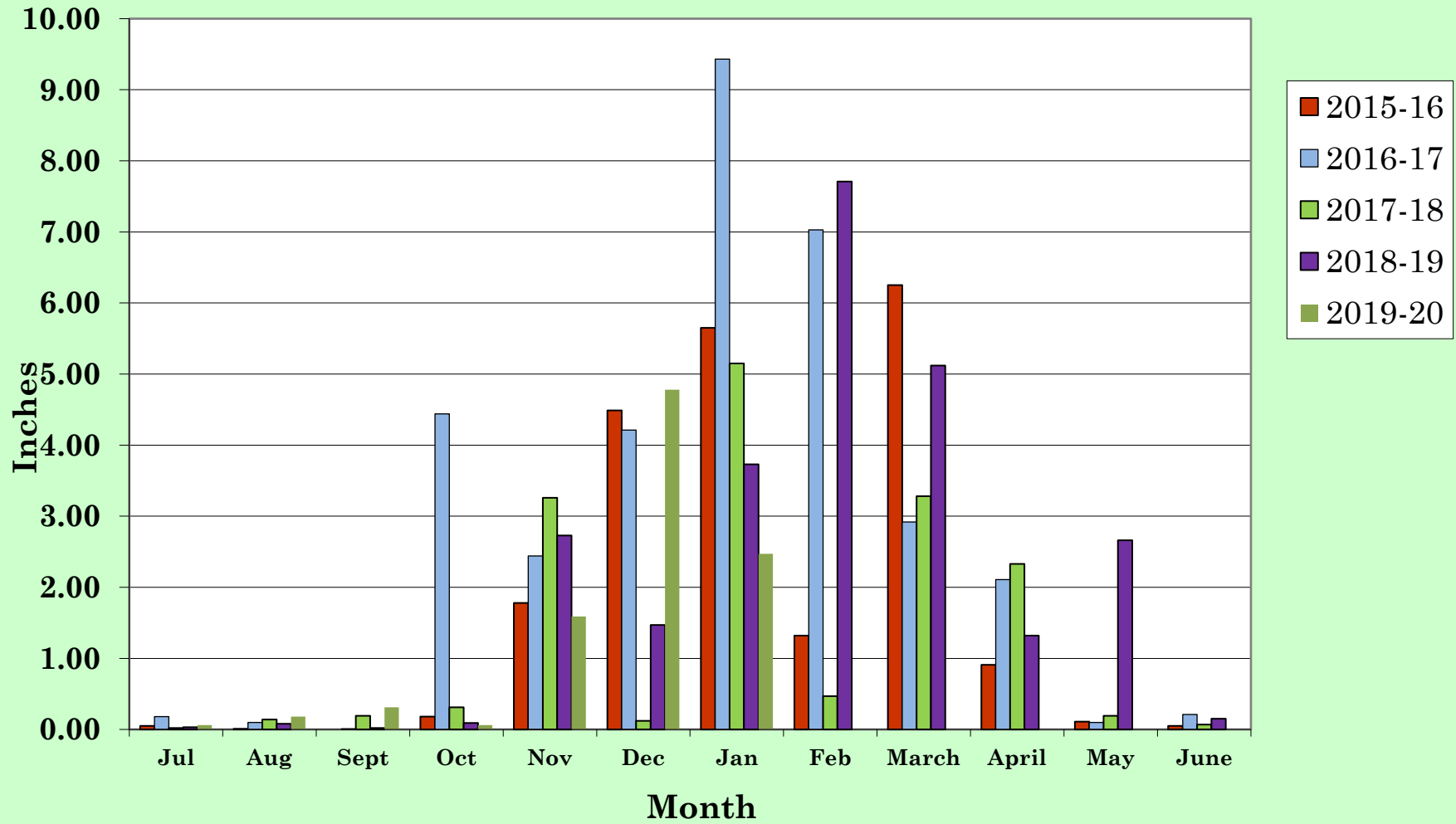
District Office
 Rainfall in Inches

	2019						2020					
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	0	0.04	0	0	0	0.13	0.01					
2	0	0.06	0	0	0	0.11	0.01					
3	0	0.03	0	0.01	0	0	0					
4	0	0.01	0	0	0	0.35	0.02					
5	0	0.01	0	0	0	0.01	0.01					
6	0	0	0	0	0	0.6	0.01					
7	0	0	0	0	0	0.37	0.02					
8	0	0	0	0	0	0.11	0.04					
9	0.01	0	0	0	0	0.06	0.39					
10	0	0	0	0	0	0.11	0.01					
11	0	0	0	0	0	0.25	0.12					
12	0.03	0	0	0	0.01	0.08	0.05					
13	0.01	0	0	0	0	0.12	0.16					
14	0	0	0	0	0.05	0.06	0.09					
15	0	0	0	0	0	0	0.01					
16	0	0.01	0	0.03	0	0.01	1.11					
17	0	0	0	0	0	0.03	0.01					
18	0	0	0	0.01	0	0.92	0					
19	0	0	0.19	0.01	0.01	0.04	0					
20	0	0	0.01	0	0	0	0					
21	0	0	0.08	0	0	0.01	0.09					
22	0	0.02	0.01	0	0	0.92	0					
23	0	0	0.01	0	0	0.01	0					
24	0	0	0	0	0	0.19	0					
25	0	0	0	0	0	0.02	0.02					
26	0	0	0	0	0.95	0	0.17					
27	0.01	0	0.01	0	0.44	0	0.01					
28	0	0	0	0	0.01	0.01	0.06					
29	0	0	0	0	0.05	0.26	0					
30	0	0	0	0	0.07	0	0.04					
31	0	0		0		0	0.01					
Mon.Total	0.06	0.18	0.31	0.06	1.59	4.78	2.47					
Year Total	0.06	0.24	0.55	0.61	2.20	6.98	9.45					

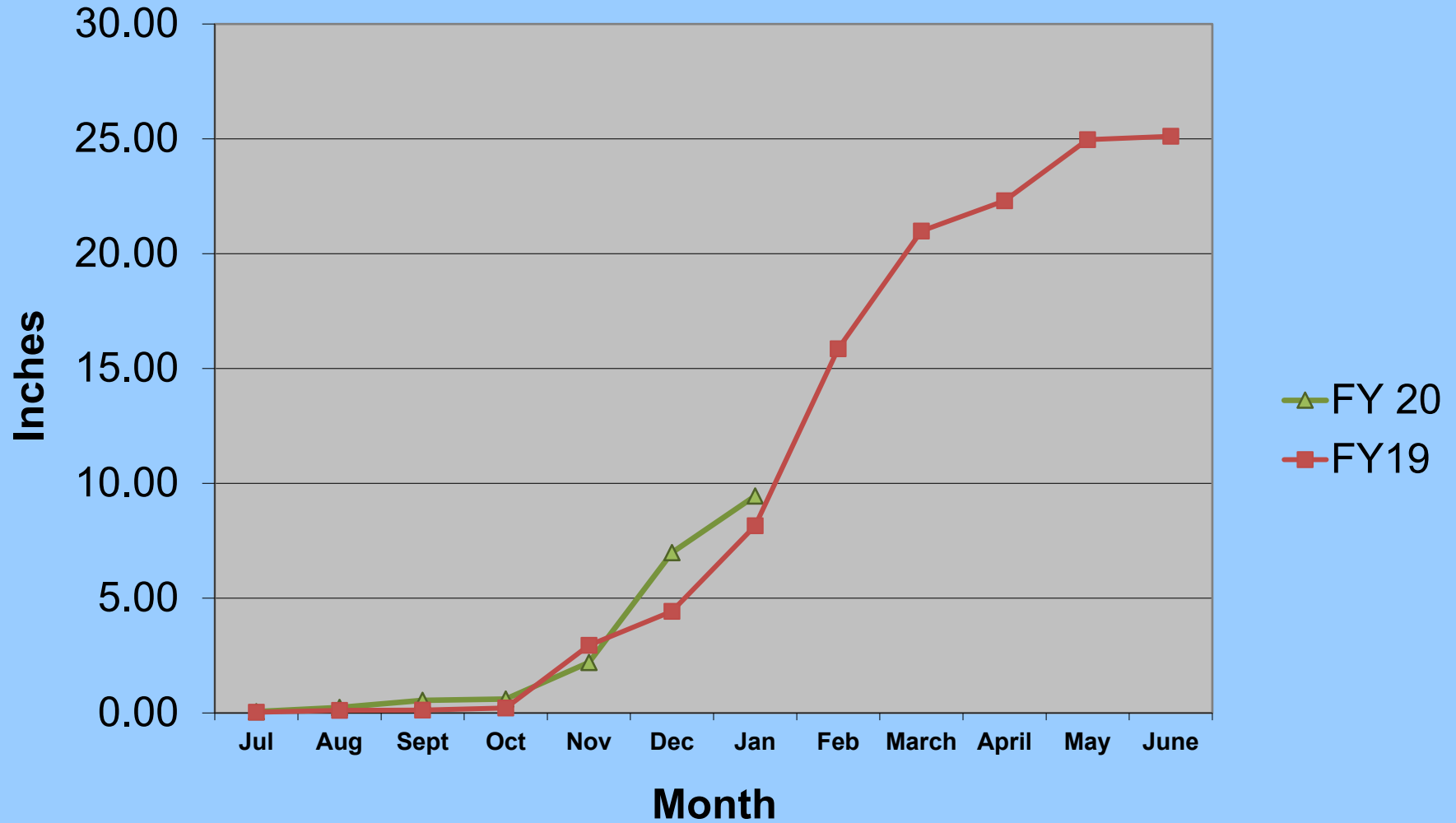
Coastside County Water District

Rainfall by Month

Fiscal Years 15 - 20

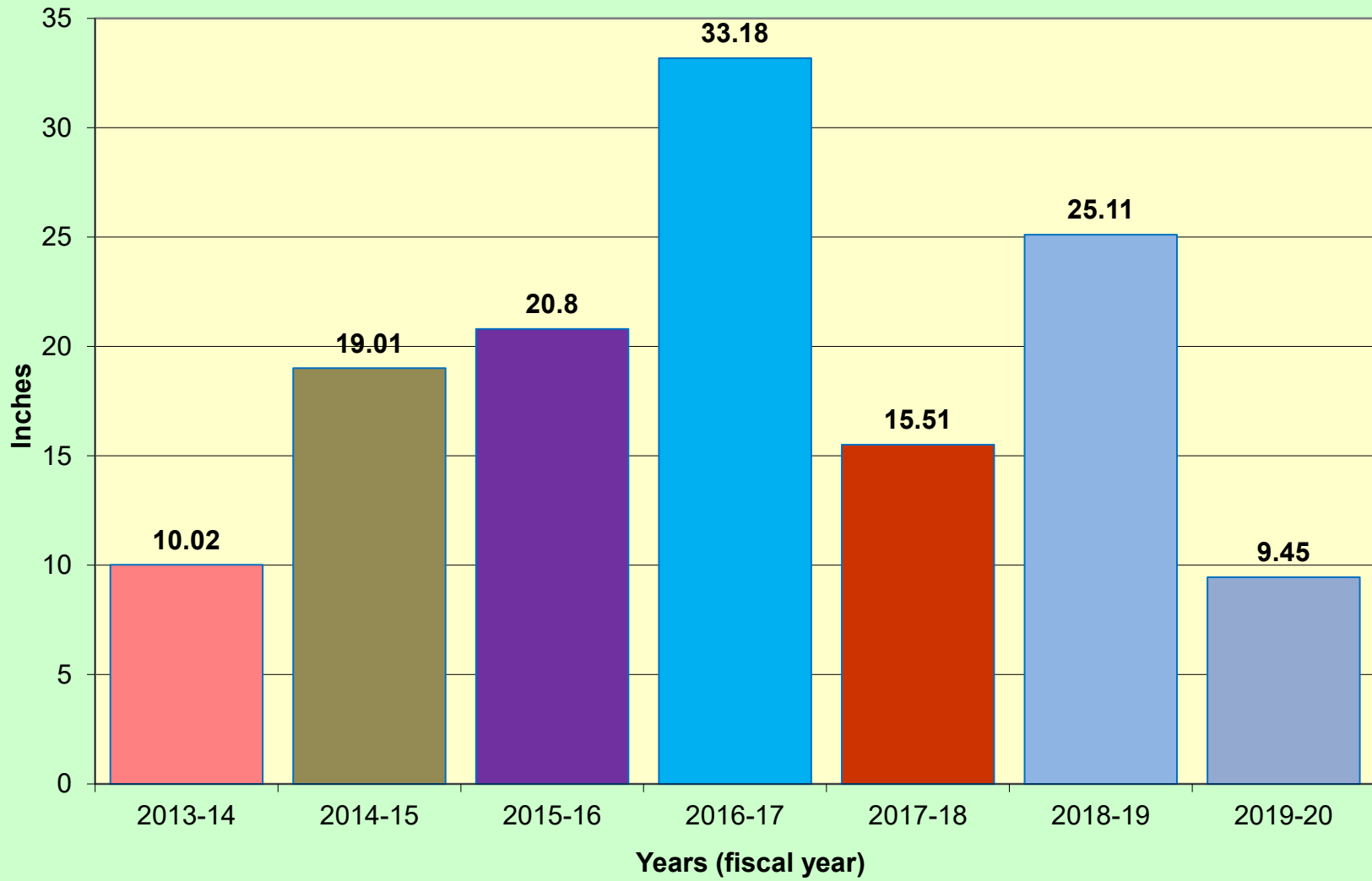


Rainfall Total Comparison Fiscal Years 19-20



Rain Totals

Fiscal Years 13 - 20



San Francisco Public Utilities Commission
Hydrological Conditions Report
January 2020

J. Chester, C. Graham, N. Waelty, February 5, 2020



Lake Eleanor Reservoir. Elevation 4655 ft with a capacity of 21,500 acre-feet. As seen from the air January 25, 2020

System Storage

Current Tuolumne System and Local Bay Area storage conditions are summarized in Table 1.

Table 1 Current System Storage as of February 1, 2020							
	Current Storage		Maximum Storage		Available Capacity		Percentage of Maximum Storage
	acre-feet	millions of gallons	acre-feet	millions of gallons	acre-feet	millions of gallons	
Tuolumne System							
Hetch Hetchy Reservoir ¹	252,274		340,830		88,556		74%
Cherry Reservoir ²	219,877		268,810		48,933		82%
Lake Eleanor ³	22,704		21,495		0		100%
Water Bank	558,294		570,000		11,706		98%
Tuolumne Storage	1,053,149		1,201,135		147,986		88%
Local Bay Area Storage							
Calaveras Reservoir	61,495	20,038	96,824	31,550	35,329	11,512	64%
San Antonio Reservoir	38,671	12,601	50,496	16,454	11,825	3,853	77%
Crystal Springs Reservoir	50,846	16,568	58,377	19,022	7,530	2,454	87%
San Andreas Reservoir	15,221	4,960	18,996	6,190	3,775	1,230	80%
Pilarcitos Reservoir	2,573	838	2,995	976	422	137	86%
Total Local Storage	168,806	55,005	227,688	74,192	58,882	19,187	74%
Total System	1,221,955		1,428,823		208,076		86%

¹ Maximum Hetch Hetchy Reservoir storage with drum gates deactivated.

² Maximum Cherry Reservoir storage with flash-boards out.

³ Maximum Lake Eleanor storage with flash-boards out.

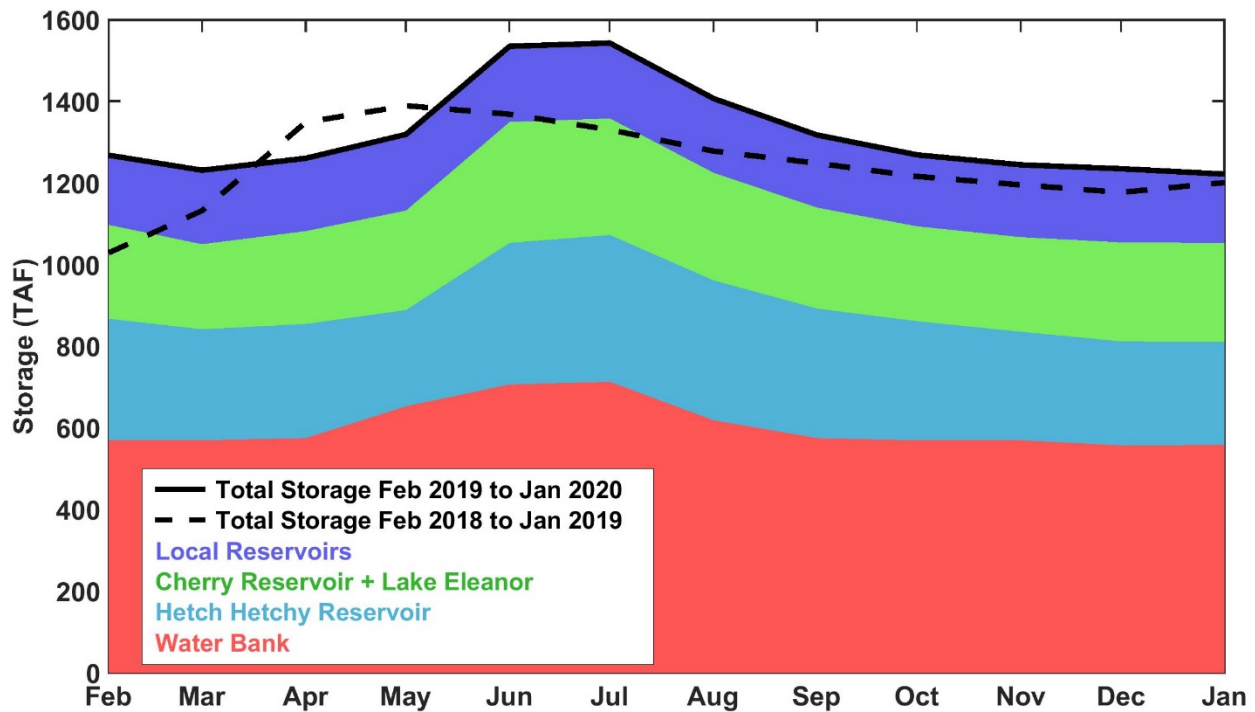


Figure 1: Monthly system storage for past 12 months in thousand acre-feet (TAF). Color bands show contributions to total system storage. Solid black line shows total system storage for the past 12 months. Dashed black line shows total system storage the previous 12 months.

Hetch Hetchy System Precipitation Index

Current Month: The January six-station precipitation index was 1.64 inches, or 25% of the average index for the month. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

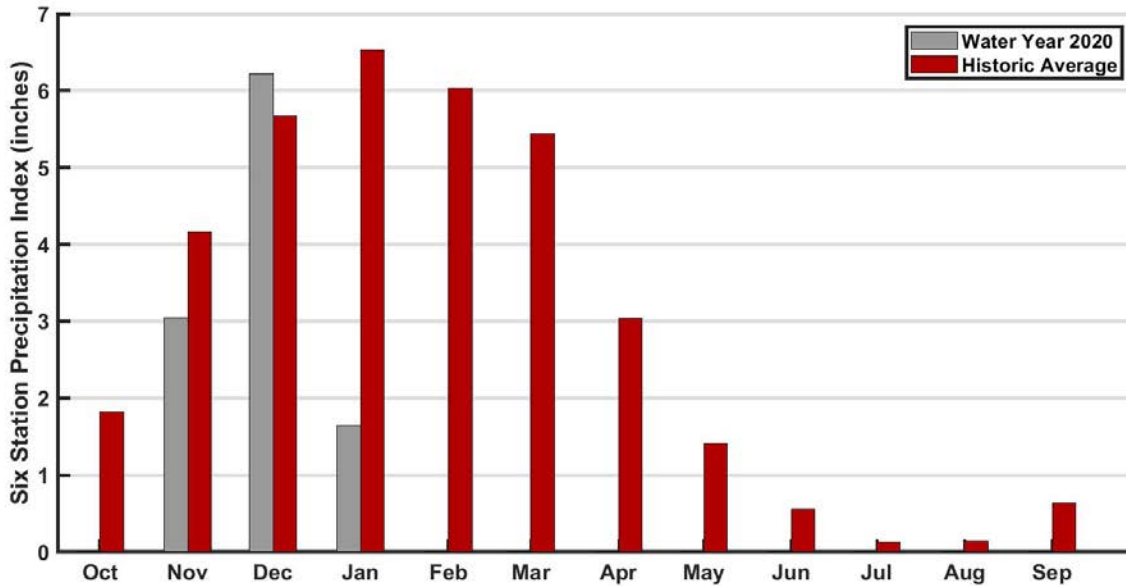


Figure 2: Monthly distribution of the six-station precipitation index as compared to the annual average precipitation for January 2020. The precipitation index is computed as the average of six Sierra precipitation stations and is an indicator of the overall basin wetness.

Cumulative Precipitation to Date: As of February 1st, the six-station precipitation index for Water Year 2020 was 10.96 inches, which is 30% of the average annual water year total. Hetch Hetchy Weather Station received 1.71 inches of precipitation in January, for a total of 9.19 inches for Water Year 2020. The cumulative Hetch Hetchy Weather Station precipitation is shown in Figure 3 in red.

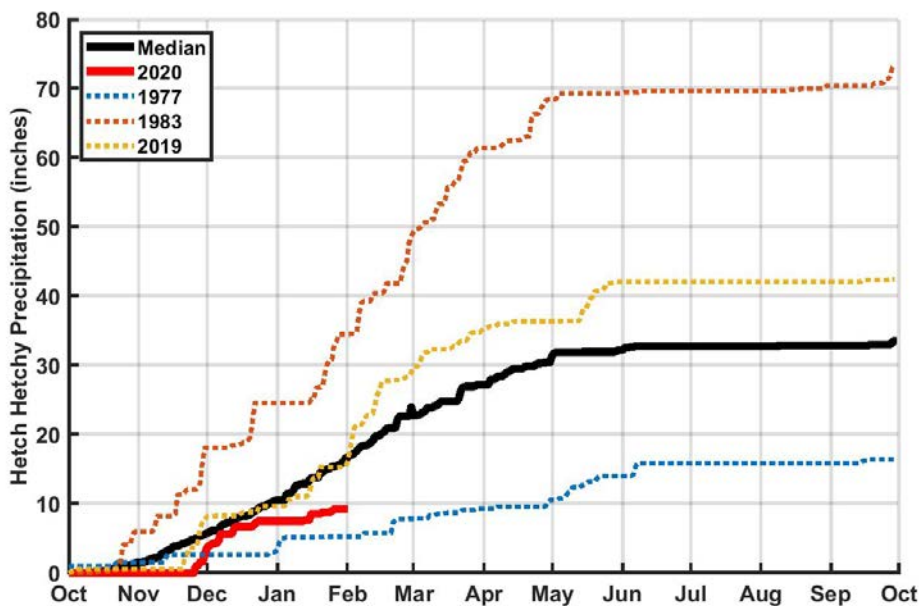


Figure 3: Water Year 2020 cumulative precipitation measured at Hetch Hetchy Weather Station. Median cumulative precipitation measured at Hetch Hetchy Weather Station and example wet and dry years are included with Water Year 2020 for comparison purposes.

Tuolumne Basin Unimpaired Inflow

Unimpaired inflow to SFPUC reservoirs and the Tuolumne River at La Grange for January 2020 and the year to date is summarized below in Table 2.

Table 2 Calculated Reservoir Inflows and Water Available to City								
* All flows are in acre-feet	January, 2020				October 1, 2019 through February 1, 2020			
	Observed Flow	Median ¹	Mean ¹	Percent of Mean	Observed Flow	Median ¹	Mean ¹	Percent of Mean
Inflow to Hetch Hetchy Reservoir	6,756	15,297	23,063	29%	18,381	49,332	63,898	29%
Inflow to Cherry Reservoir and Lake Eleanor	9,884	16,497	24,545	40%	23,313	52,114	69,887	33%
Tuolumne River at La Grange	36,204	73,463	119,307	30%	145,842	180,751	269,756	54%
Water Available to City	750	7,251	49,765	2%	8,750	22,226	102,270	9%

¹Hydrologic Record: 1919-2015

Hetch Hetchy System Operations

Hetch Hetchy Reservoir power draft and stream releases during the month totaled 9,176 acre-feet. Hetch Hetchy Reservoir minimum instream release requirements for January were 35 cfs. Total precipitation thus far for Water Year 2020 has resulted in a Water Year Type C (dry to normal) for Hetch Hetchy Reservoir. Instream release requirements for February are 35 cfs.

Cherry Reservoir valve and power draft releases totaled 7,999 acre-feet for the month and were used to maintain seasonal target elevations. 1,910 acre-feet of water was transferred from Lake Eleanor to Cherry Reservoir via the Cherry / Eleanor Diversion. The required minimum instream release from Cherry Reservoir and Lake Eleanor were 5 cfs for January and remain 5 cfs for February.

Regional System Treatment Plant Production

Treatment plant average production rates were higher for the month due to the Hetch Hetchy water system shutdown due to planned maintenance work. The Harry Tracy Water Treatment Plant average production rate for January was 64 MGD. The Sunol Valley Water Treatment Plant average production rate for the month was 80 MGD.

Local System Water Delivery

The average January delivery rate was 157 MGD, no change from the December delivery rate of 157 MGD.

Local Precipitation

Drier than average precipitation totals were recorded for the month. The rainfall summary for January 2020 and Water Year-to-date is presented in Table 3.

Weather Station Location	January		Water Year 2020	
	Total (inches)	Percent of Mean for the Month	Total (inches)	Percent of Mean for the Year-To-Date
Pilarcitos Reservoir	4.53	66 %	14.74	71 %
Lower Crystal Springs Reservoir	3.16	66 %	9.27	64 %
Calaveras Reservoir	1.78	46 %	6.68	59 %

Snowpack, Water Supply and Planned Water Supply Management

Based on snow water content measured at Tuolumne Basin snow pillows, the February 1 snowpack was 43% of the median April 1 peak snowpack (Figure 4). Dry forecasts for the coming two weeks will result in well below average snowpack for mid-February. Longer term forecasts call for dry conditions to persist into late February.

Total system storage is 86% full as reservoirs have been managed through the fall and early winter to maximize storage. As of February 1, 8,750 acre-feet of water has been available to the City (Figure 5). The Hetch Hetchy water system entered a planned, 30 day shutdown on January 6. Water deliveries resumed on February 5 at a rate of 150 MGD. Throughout February, Hetch Hetchy Reservoir storage is expected to gradually decrease, as required stream releases and deliveries are expected to exceed inflows. After Lake Eleanor spill exceeded 50 cfs on January 26, HHWP activated the Cherry / Eleanor Pumps, and is transferring water to Cherry Reservoir for power generation. This transferred water will be used for generation at Holm Powerhouse and stored in Water Bank. Cherry Reservoir will be maintained at the current storage throughout February as scheduled generation will balance inflows. Water Bank balance is expected to remain nearly full as upcountry releases match inflows.

The precipitation to date is around 50% of normal, equivalent to the 90th percentile of the precipitation distribution (driest 10% of historic conditions). Due to the high carryover storage and conservative water management, the latest seasonal inflow forecasts show a 95% likelihood of refilling Hetch Hetchy Reservoir and a 100% likelihood of refilling Cherry Reservoir and Lake Eleanor. However, the forecasts show only a 45% chance of refilling Water Bank. Instream releases and power generation will be tightly controlled to minimize spill from Water Bank, maximizing end of runoff storage in the system. This may result in curtailment of power generation in February and March.

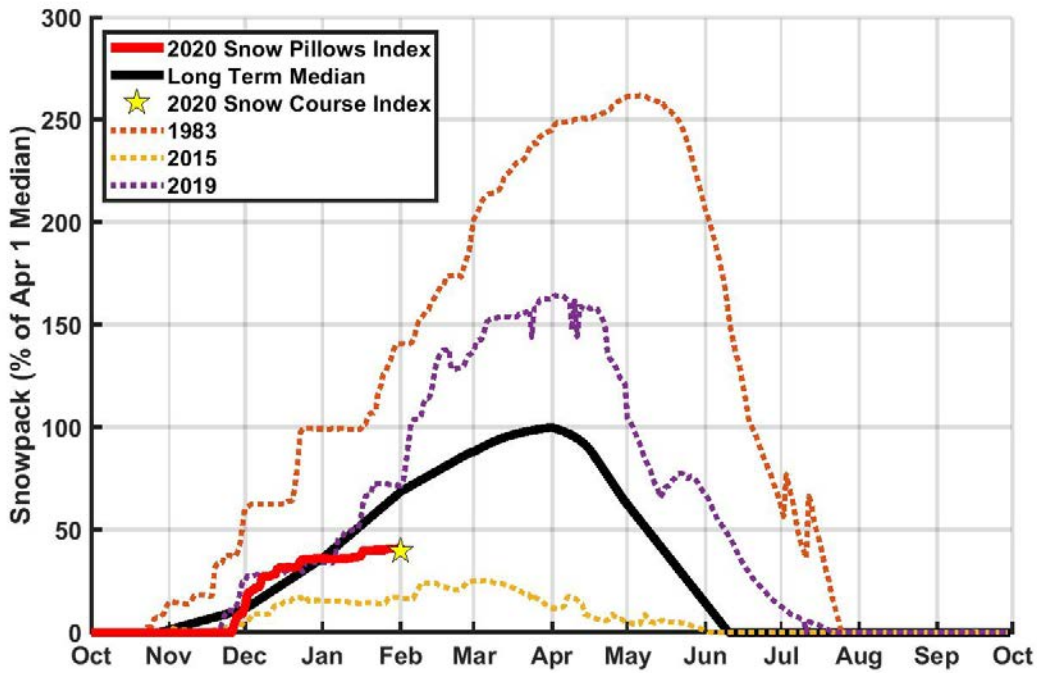


Figure 4: Tuolumne River Basin 10 Station Snow Index (lines), based on real time snow pillow SWE measurements in the Tuolumne Basin.

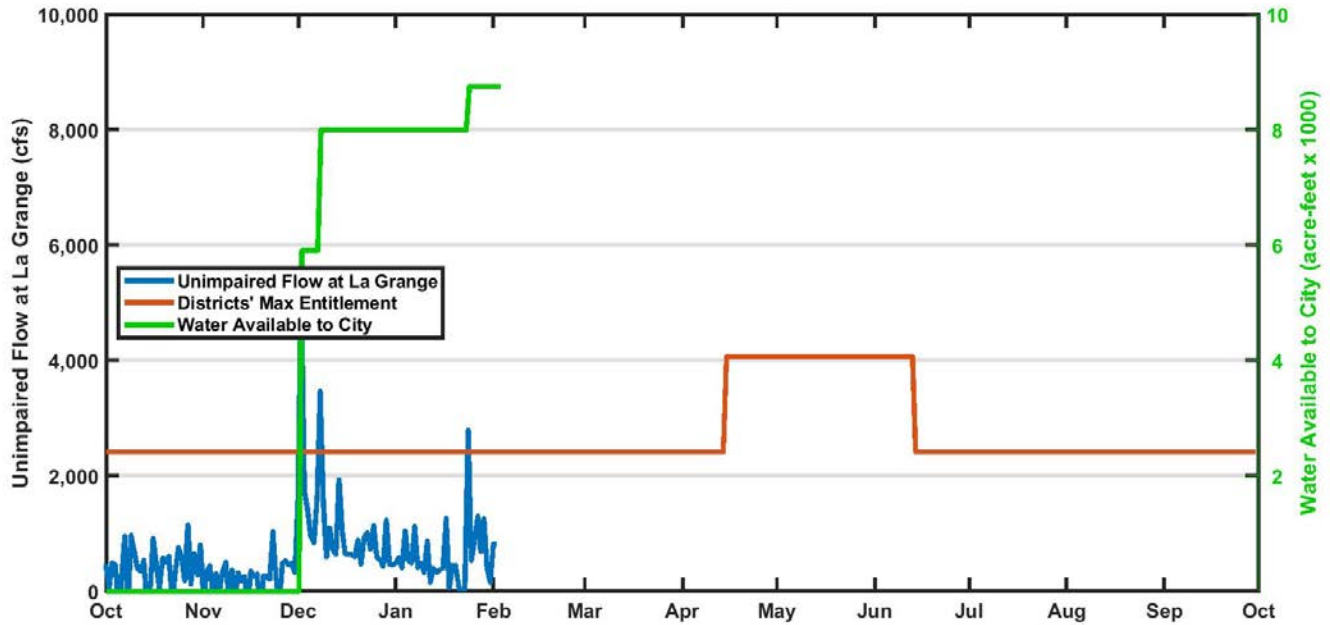


Figure 5: Calculated unimpaired flow at La Grange and the allocation of flows between the Districts and the City. To date there has been 8,750 acre-feet available to the City in Water Year 2020.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: February 11, 2020

Report

Date: February 7, 2020

Subject: Proposed Adoption Of Ordinance 2020-01 to change the Coastside County Water District's Electoral System from At-Large to By-Zone Elections with Respect to Electing Members of the Board of Directors, and to Establish Zone Boundaries and Sequencing of Elections Within the Zones

Recommendation:

Adopt Ordinance 2020-01 (Exhibit I) to change the Coastside County Water District's electoral system for members of the Board of Directors from an at-large system – one in which District voters elect all Directors – to a system based on five (5) zones, and to establish zone boundaries and sequencing of elections within the zones.

Background:

On November 25, 2019, the Coastside County Water District ("the District") resolved by action (Resolution 2019-06) of its Board of Directors to change its electoral system for members of the Board of Directors from an at-large system – one in which District voters elect all Directors – to a system based on five (5) zones, where District voters elect a Board member from their zone.

On December 10, 2019 and December 17, 2019, the District held its first two public hearings regarding the California Voting Rights Act, the process of conversion to a zone-based system, and to receive public input on the District with regard to geography, population, and communities of interest to assist the District in drawing five (5) zones that are in compliance with the Federal and California Voting Rights Acts.

On January 14, 2020 and January 28, 2020, the District held its third and fourth public hearings to present draft maps of five (5) electoral zones for election of members of the Board of Directors and to receive public input on the draft maps and the order of elections.

On February 11, 2020, the fifth and final public hearing will be held at 6PM prior to the regularly scheduled Board of Director's meeting to again present the draft maps

STAFF REPORT

Agenda: February 11, 2020

Subject: Adoption of Ordinance 2020-01

Page Two

of five (5) electoral zones for election of members of the Board of Directors and to receive public input on the draft maps and the order of elections.

The District's legal counsel hired a professional demographer ("NDC" or National Demographics Corporation) to draw draft maps that are in compliance with the Federal and California Voting Rights Acts. The demographer's representative presented and accepted input for the maps at the second, third and fourth public hearings, and will also present at the fifth public hearing on February 11, 2020 at 6PM.

The draft maps that are currently under consideration by the Board are labelled "blue", "blue 2" and "green". (See Exhibit II, and also the District's website.)

At the Regular February 11, 2020 Board Meeting, after receiving the additional public input from the fifth public hearing, the Board, by ordinance, will choose one of the draft electoral maps as the final map, and will decide which three (3) of the (5) new zones will elect a Board member in 2020, and which two (2) of the five (5) new zones will elect a Board member in 2022.

The final map and the order of elections will be incorporated into the final version of Ordinance 2020-01.

**ORDINANCE NO. 2020-01
OF THE BOARD OF DIRECTORS OF
THE COASTSIDE COUNTY WATER DISTRICT**

**APPROVING THE CHANGE FROM AT-LARGE TO ZONE-BASED
ELECTIONS FOR ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS
COMMENCING IN NOVEMBER OF 2020**

This Ordinance is adopted in light of the following facts and circumstances, which are found and declared by the Board of Directors (Board) of the Coastside County Water District (District).

WHEREAS, the District is a Water District duly organized and operating pursuant to the County Water District Law, California Water Code sections 30000 *et seq.*

WHEREAS, the California Legislature in the County Water District Law provided for the formation, governance, and operation of County Water Districts, and the District was established in 1947 with boundaries including the City of Half Moon Bay and the unincorporated communities of Princeton, Miramar and El Granada.

WHEREAS, under the District's enabling legislation, the Board provides for the development and provision to its customers of high quality water and service at the lowest possible price, in accordance with the following values: reliability and sustainability of system facilities; the timeliness of District policies, procedures, actions and decisions; a 50-year outlook when replacing infrastructure; the legality of all District actions and behaviors; and, a culture of openness, fairness and inclusiveness.

WHEREAS, the Board seeks to manage the District in a manner to maximize efficiency and to ensure delivery of quality services to residents of the District it serves.

WHEREAS, the Board currently is comprised of 5 directors who serve 4-year staggered terms and are elected in even-numbered years pursuant to Water Code sections 30500 and 30501, and Elections Code section 10505.

WHEREAS, the District's enabling legislation mandated that the directors be elected at large.

WHEREAS, voter participation in the election process for Board members is of the utmost importance, and the Board desires to encourage the fullest voter participation in elections of Board members.

WHEREAS, the Board desires that its members represent the interests and wishes of all residents within the jurisdiction of the District, and that the community have confidence that the Board continues to represent the interests and wishes of the District.

WHEREAS, three Director positions are set to be on the ballot in November of 2020, and the remaining two in November of 2022.

WHEREAS, while the Board had no information as to whether polarized voting exists in the District, the Board elected to forego the process of obtaining demographic data to make that determination, and instead passed a resolution on November 25, 2019, declaring its intention to change its electoral system for election to the District Board to a zone-based system from the current at-large system by the November 2020 election.

WHEREAS, the District engaged a demographer, National Demographic Corporation (NDC), to draw maps and to assist with converting to zone-based elections, and utilized the streamlined procedure laid out in Election Code sections 10010 *et seq.* to move from its prior at-large system to a zone-based system.

WHEREAS, it is the District's intention to establish 5 zones which: are in compliance with one person, one vote requirements; are intended to ensure the opportunity of the District's minority groups with respect to their effective exercise of the electoral franchise; and, include consideration of topography, geography, cohesiveness, contiguity, integrity and compactness of territory, non-disturbance to existing precincts for purposes of implementation, as well as maintaining vital communities of interest.

WHEREAS, the Board held two duly noticed public hearings on December 10 and 17, 2019, to solicit input from the community as to how the zones should be drawn in light of the factors outlined in the prior paragraph, at which NDC and legal counsel were available to answer questions from Board members and the public.

WHEREAS, after receiving that input, NDC drew 3 potential zone maps to satisfy the legal requirements of equal population among the zones and other accepted demographic principles to comply with both California and Federal law, and these maps were posted on January 7, 2020, and reviewed and discussed at a January 14, 2020 public hearing called for that purpose.

WHEREAS, at the January 14, 2020 public hearing, NDC presented the maps to the Board and to the public and recommendations as to which zones would elect directors in 2020 and 2022 to best honor the spirit of the California Voting Rights Act, and along with legal counsel was available to the Board and to the public for additional information and to answer questions.

WHEREAS, at the January 14, 2020 hearing, input was gathered on the three NDC maps that were presented with suggestions for additional maps.

WHEREAS, on January 21, the District posted two new maps drawn by NDC for discussion at a public hearing on January 28, 2020.

WHEREAS, at the January 28, 2020 hearing, NDC presented the two new maps to

the Board and to the public and recommendations as to which zones would elect directors in 2020 and 2022 to best honor the spirit of the California Voting Rights Act, which were explained and discussed with both NDC and legal counsel available to provide additional information and to answer questions.

WHEREAS, the Board held a third public hearing on February 11, 2020 for the purpose of providing information about the maps that NDC had drawn and considering recommendations as to which zones would elect directors in 2020 and 2022 to best honor the spirit of the California Voting Rights Act, and to answer any questions that the Board or the public may have and both NDC and legal counsel were present.

WHEREAS, at its regularly scheduled Board Meeting on February 11, 2020, the Board considered the precise contours of the five zones for the election of members of the Board of Directors of the District including the map known as __[insert name of map selected]__, (attached hereto as Exhibit A), which complies with all Federal, State and local laws and regulations, and will ensure that all in the District may effectively exercise their electoral franchise to elect candidates of their choice in conjunction with the considerations of topography, geography, cohesiveness, contiguity, integrity and compactness of territory, as well as maintaining vital communities of interest.

WHEREAS, at its regularly scheduled Board Meeting on February 11, 2020, the Board also considered which of the 5 zones would be electing directors in 2020 (and every four years thereafter) and which would do so in 2022 (and every four years thereafter).

WHEREAS, the San Mateo County Elections Department will be provided with the information necessary by the District staff, NDC, and legal counsel, to ensure that this zone-based election system is implemented for the November 2020 election, and every two years thereafter.

Now, therefore, be it ordained by the Coastside County Water District Board of Directors as follows:

1. The District declares that the change in the method of electing its Board members from at-large to zone-based elections is being made in furtherance of the purposes of the California Voting Rights Act.
2. The District establishes an electoral system with zone-based elections for the election of its Board members commencing in November 2020 with five (5) zones as shown on the __[insert name of map selected]__ map, which is attached as Exhibit A and incorporated by this reference.
3. The sequence of elections for each of the five zones will be as follows:
(A) District Board member elections for zones 1, 3, and 4 will be in 2020, and every four years thereafter; and (B) District Board member elections for zones 2 and 5 will be in 2022, and every four years thereafter.

4. All candidates and Board members of the District must reside in, and be a registered voter in, the electoral zone in which she or he seeks to serve or serves.
5. The General Manager is authorized to take all actions necessary to give effect to this Ordinance, including, for example, providing information to the County of San Mateo Registration and Elections Division.

This Ordinance is adopted at a Regular Meeting of the Board of Directors of the Coastside County Water District held this 11th day of February 2020, by the following vote:

AYES:

NOES:

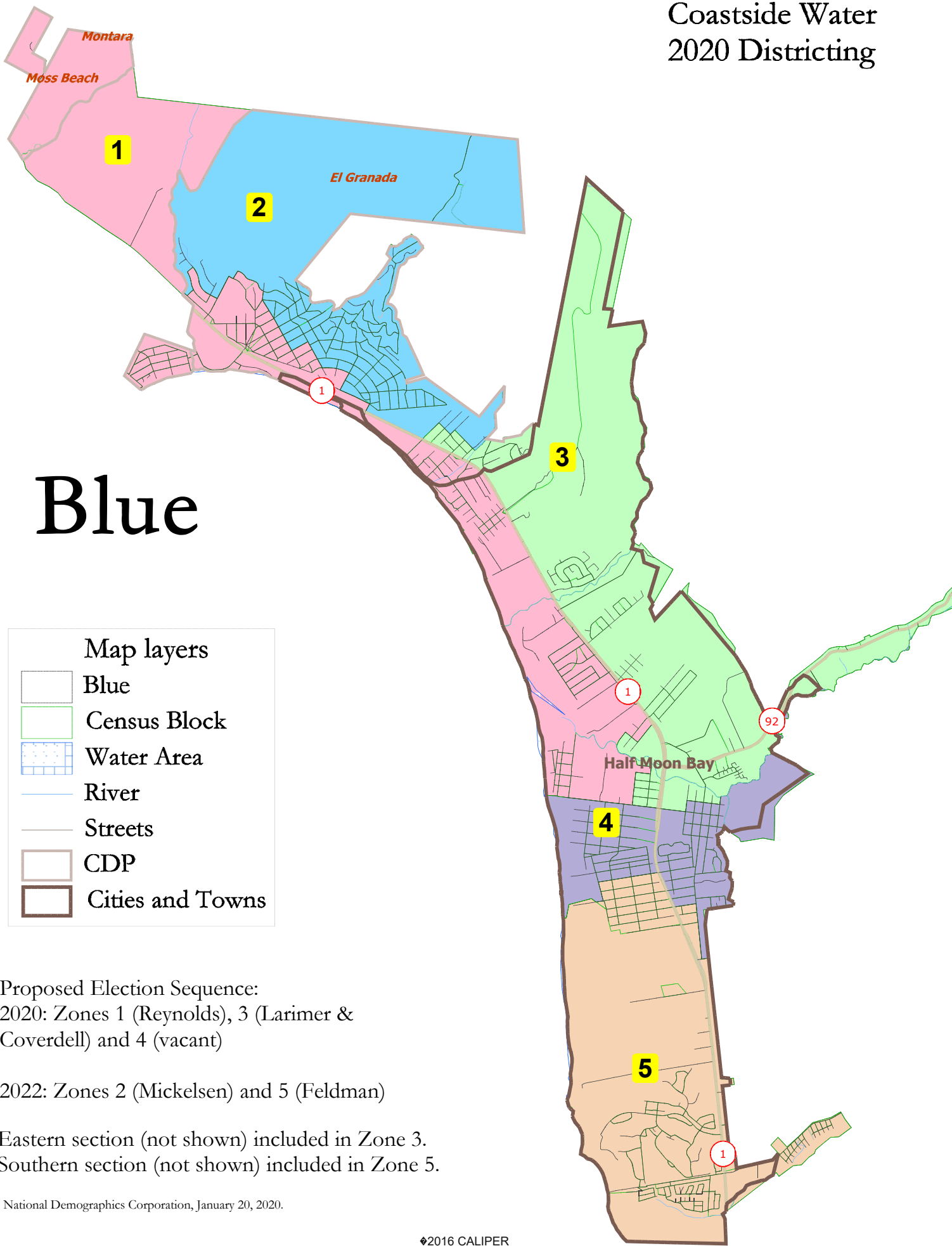
ABSENT:

President, Board of Directors
Coastside County Water District

ATTEST:








Secretary of the Board of Directors

Coastside Water 2020 Districting



Blue

Map layers

-  Blue
-  Census Block
-  Water Area
-  River
-  Streets
-  CDP
-  Cities and Towns

Proposed Election Sequence:
 2020: Zones 1 (Reynolds), 3 (Larimer & Coverdell) and 4 (vacant)

2022: Zones 2 (Mickelsen) and 5 (Feldman)

Eastern section (not shown) included in Zone 3.
 Southern section (not shown) included in Zone 5.

National Demographics Corporation, January 20, 2020.

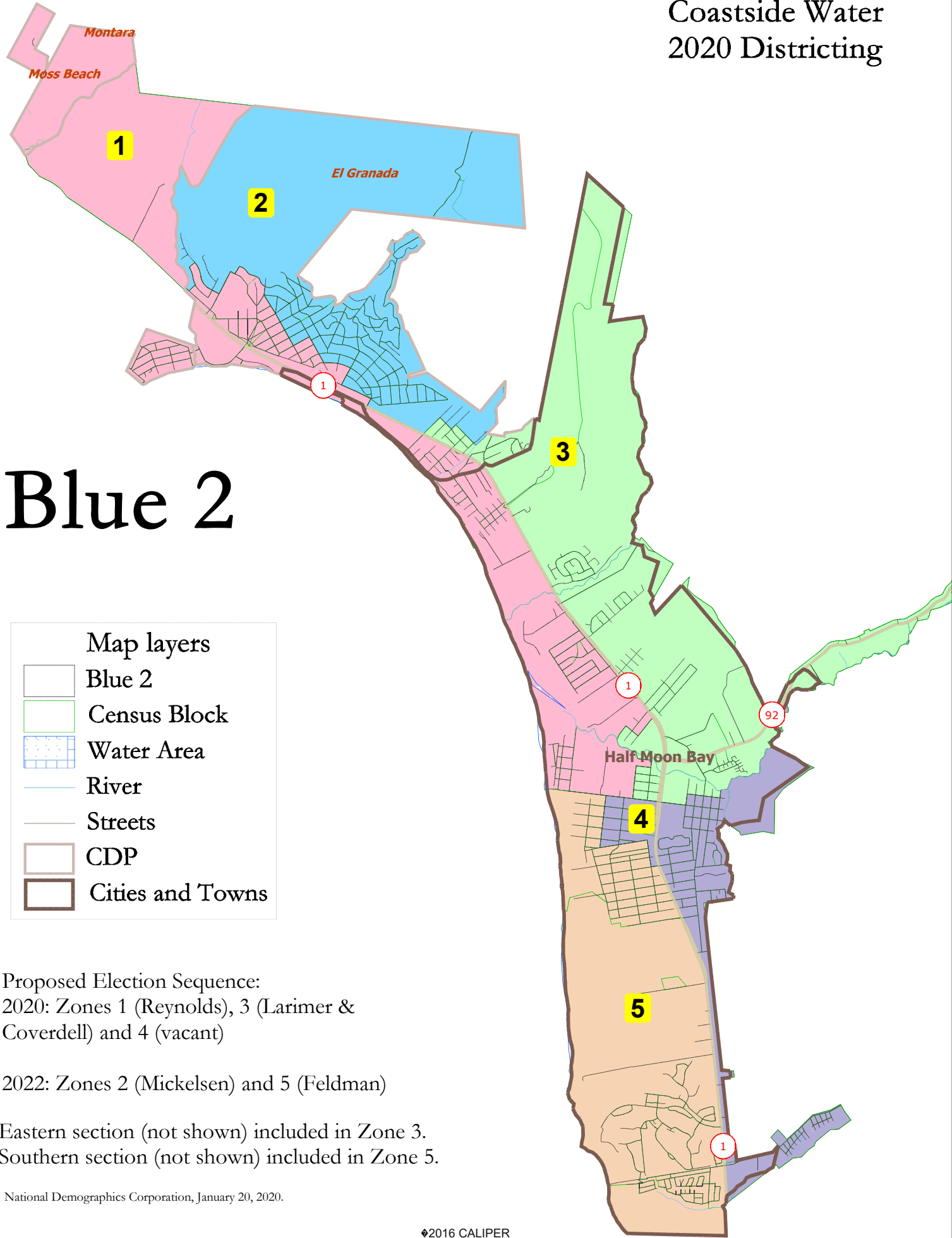
Coastside Water - Blue Map

District		1	2	3	4	5	Total
	Total Pop	3,508	3,478	3,575	3,515	3,769	17,845
	Deviation from ideal	-61	-91	6	-54	200	291
	% Deviation	-1.71%	-2.55%	0.17%	-1.51%	5.60%	8.15%
Total Pop	% Hisp	23%	15%	39%	37%	32%	29%
	% NH White	69%	78%	53%	56%	62%	64%
	% NH Black	1%	1%	1%	1%	1%	1%
	% Asian-American	5%	5%	6%	4%	5%	5%
	Total	2,832	2,803	2,718	2,399	2,846	13,598
Citizen Voting Age Pop	% Hisp	16%	15%	22%	18%	13%	17%
	% NH White	77%	77%	66%	71%	77%	74%
	% NH Black	1%	1%	0%	0%	0%	0%
	% Asian/Pac.Isl.	6%	5%	11%	10%	9%	8%
	Total	2,473	2,286	2,044	2,067	2,311	11,182
Voter Registration (Nov 2018)	% Latino est.	12%	8%	17%	20%	12%	14%
	% Spanish-Surnamed	11%	7%	16%	18%	10%	12%
	% Asian-Surnamed	3%	2%	3%	3%	3%	3%
	% Filipino-Surnamed	1%	1%	2%	2%	1%	1%
	% NH White est.	84%	89%	76%	76%	84%	82%
	% NH Black	1%	1%	0%	1%	0%	1%
	Total	1,926	1,834	1,570	1,545	1,836	8,711
Voter Turnout (Nov 2018)	% Latino est.	10%	7%	14%	16%	9%	11%
	% Spanish-Surnamed	9%	7%	12%	14%	8%	10%
	% Asian-Surnamed	2%	2%	3%	3%	3%	3%
	% Filipino-Surnamed	1%	1%	1%	2%	1%	1%
	% NH White est.	87%	90%	80%	80%	87%	85%
	% NH Black	1%	1%	0%	1%	0%	1%
	Total	1,922	1,989	1,662	1,802	2,010	9,386
Voter Turnout (Nov 2016)	% Latino est.	11%	8%	18%	14%	11%	12%
	% Spanish-Surnamed	10%	7%	16%	13%	10%	11%
	% Asian-Surnamed	2%	2%	3%	2%	3%	2%
	% Filipino-Surnamed	1%	1%	2%	2%	1%	1%
	% NH White est.	83%	89%	74%	80%	84%	82%
	% NH Black est.	0%	1%	0%	1%	0%	0%
	Total	4,025	3,910	4,162	3,702	3,969	19,769
ACS Pop. Est.	Total	4,025	3,910	4,162	3,702	3,969	19,769
Age	age0-19	24%	23%	24%	20%	20%	22%
	age20-60	49%	48%	51%	50%	50%	50%
	age60plus	27%	28%	25%	30%	30%	28%
Immigration	immigrants	22%	19%	27%	25%	25%	24%
	naturalized	51%	47%	52%	41%	41%	46%
Language spoken at home	english	69%	76%	61%	68%	68%	68%
	spanish	24%	18%	30%	25%	25%	24%
	asian-lang	3%	3%	3%	2%	2%	3%
	other lang	4%	2%	6%	5%	5%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	15%	12%	18%	16%	16%	15%
Education (among those age 25+)	hs-grad	37%	35%	40%	37%	37%	37%
	bachelor	31%	37%	23%	25%	25%	28%
	graduatedegree	21%	21%	20%	22%	22%	21%
Child in Household	child-under18	26%	24%	27%	21%	21%	24%
Pct of Pop. Age 16+	employed	65%	64%	67%	66%	66%	66%
Household Income	income 0-25k	4%	4%	7%	16%	16%	10%
	income 25-50k	10%	9%	12%	14%	14%	12%
	income 50-75k	12%	11%	13%	10%	10%	11%
	income 75-200k	48%	47%	47%	31%	31%	40%
	income 200k-plus	26%	30%	20%	29%	29%	27%
Housing Stats	single family	85%	86%	83%	84%	84%	85%
	multi-family	15%	14%	17%	16%	16%	15%
	rented	22%	18%	31%	35%	35%	28%
	owned	78%	82%	69%	65%	65%	72%

Total population data from the 2010 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2013-2017 American Community Survey and Special Tabulation 5-year data.



Coastside Water - Blue 2 Map

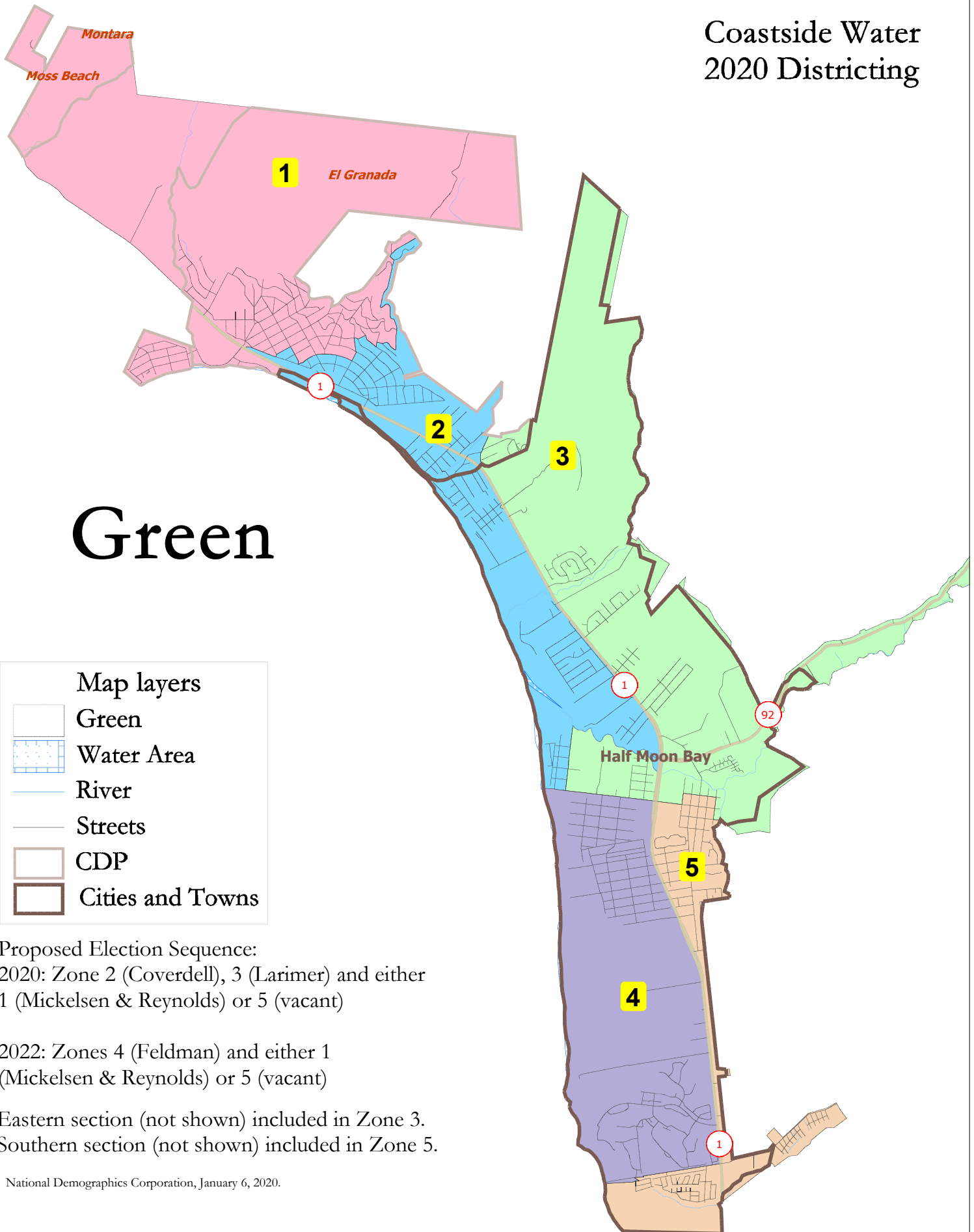
District		1	2	3	4	5	Total
	Total Pop	3,508	3,478	3,575	3,617	3,667	17,845
	Deviation from ideal	-61	-91	6	48	98	189
	% Deviation	-1.71%	-2.55%	0.17%	1.34%	2.75%	5.30%
Total Pop	% Hisp	23%	15%	39%	54%	16%	29%
	% NH White	69%	78%	53%	41%	77%	64%
	% NH Black	1%	1%	1%	1%	1%	1%
	% Asian-American	5%	5%	6%	3%	6%	5%
	Total	2,832	2,803	2,718	2,255	2,990	13,598
Citizen Voting Age Pop	% Hisp	16%	15%	22%	28%	6%	17%
	% NH White	77%	77%	66%	60%	84%	74%
	% NH Black	1%	1%	0%	1%	0%	0%
	% Asian/Pac.Isl.	6%	5%	11%	10%	9%	8%
	Total	2,473	2,286	2,044	1,838	2,540	11,182
Voter Registration (Nov 2018)	% Latino est.	12%	8%	17%	22%	11%	14%
	% Spanish-Surnamed	11%	7%	16%	20%	10%	12%
	% Asian-Surnamed	3%	2%	3%	3%	3%	3%
	% Filipino-Surnamed	1%	1%	2%	2%	2%	1%
	% NH White est.	84%	89%	76%	73%	86%	82%
	% NH Black	1%	1%	0%	1%	0%	1%
	Total	1,926	1,834	1,570	1,364	2,017	8,711
Voter Turnout (Nov 2018)	% Latino est.	10%	7%	14%	17%	9%	11%
	% Spanish-Surnamed	9%	7%	12%	15%	8%	10%
	% Asian-Surnamed	2%	2%	3%	3%	3%	3%
	% Filipino-Surnamed	1%	1%	1%	2%	1%	1%
	% NH White est.	87%	90%	80%	77%	88%	85%
	% NH Black	1%	1%	0%	1%	0%	1%
	Total	1,922	1,989	1,662	1,472	2,340	9,386
Voter Turnout (Nov 2016)	% Latino est.	11%	8%	18%	17%	9%	12%
	% Spanish-Surnamed	10%	7%	16%	15%	8%	11%
	% Asian-Surnamed	2%	2%	3%	2%	3%	2%
	% Filipino-Surnamed	1%	1%	2%	2%	1%	1%
	% NH White est.	83%	89%	74%	77%	86%	82%
	% NH Black est.	0%	1%	0%	1%	0%	0%
	Total	4,025	3,910	4,162	3,810	3,861	19,769
ACS Pop. Est.	Total	4,025	3,910	4,162	3,810	3,861	19,769
Age	age0-19	24%	23%	24%	20%	20%	22%
	age20-60	49%	48%	51%	50%	50%	50%
	age60plus	27%	28%	25%	30%	30%	28%
Immigration	immigrants	22%	19%	27%	25%	25%	24%
	naturalized	51%	47%	52%	41%	41%	46%
Language spoken at home	english	69%	76%	61%	68%	68%	68%
	spanish	24%	18%	30%	25%	25%	24%
	asian-lang	3%	3%	3%	2%	2%	3%
	other lang	4%	2%	6%	5%	5%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	15%	12%	18%	16%	16%	15%
Education (among those age 25+)	hs-grad	37%	35%	40%	37%	37%	37%
	bachelor	31%	37%	23%	25%	25%	28%
	graduatedegree	21%	21%	20%	22%	22%	21%
Child in Household	child-under18	26%	24%	27%	21%	21%	24%
Pct of Pop. Age 16+	employed	65%	64%	67%	66%	66%	66%
Household Income	income 0-25k	4%	4%	7%	16%	16%	10%
	income 25-50k	10%	9%	12%	14%	14%	12%
	income 50-75k	12%	11%	13%	10%	10%	11%
	income 75-200k	48%	47%	47%	31%	31%	40%
	income 200k-plus	26%	30%	20%	29%	29%	27%
Housing Stats	single family	85%	86%	83%	84%	84%	85%
	multi-family	15%	14%	17%	16%	16%	15%
	rented	22%	18%	31%	35%	35%	28%
	owned	78%	82%	69%	65%	65%	72%

Total population data from the 2010 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2013-2017 American Community Survey and Special Tabulation 5-year data.

Coastside Water 2020 Districting



Green

Map layers

- Green
- Water Area
- River
- Streets
- CDP
- Cities and Towns

Proposed Election Sequence:
 2020: Zone 2 (Coverdell), 3 (Larimer) and either 1 (Mickelsen & Reynolds) or 5 (vacant)
 2022: Zones 4 (Feldman) and either 1 (Mickelsen & Reynolds) or 5 (vacant)
 Eastern section (not shown) included in Zone 3.
 Southern section (not shown) included in Zone 5.

National Demographics Corporation, January 6, 2020.

Coastside Water - Green Map

District		1	2	3	4	5	Total
	Total Pop	3,478	3,535	3,633	3,702	3,497	17,845
	Deviation from ideal	-91	-34	64	133	-72	224
	% Deviation	-2.55%	-0.95%	1.79%	3.73%	-2.02%	6.28%
Total Pop	% Hisp	13%	21%	43%	17%	53%	29%
	% NH White	78%	72%	50%	75%	43%	64%
	% NH Black	1%	1%	0%	1%	1%	1%
	% Asian-American	6%	5%	5%	7%	2%	5%
	Total	2,612	3,057	2,757	2,722	2,450	13,598
Citizen Voting Age Pop	% Hisp	15%	14%	24%	6%	25%	17%
	% NH White	79%	77%	64%	84%	64%	74%
	% NH Black	1%	0%	0%	0%	1%	0%
	% Asian/Pac.Isl.	4%	7%	11%	10%	9%	8%
	Total	2,326	2,551	1,984	2,445	1,876	11,182
Voter Registration (Nov 2018)	% Latino est.	8%	12%	18%	13%	19%	14%
	% Spanish-Surnamed	7%	11%	16%	12%	17%	12%
	% Asian-Surnamed	2%	3%	3%	3%	3%	3%
	% Filipino-Surnamed	1%	1%	2%	2%	1%	1%
	% NH White est.	89%	85%	75%	84%	76%	82%
	% NH Black	1%	0%	0%	0%	1%	1%
Voter Turnout (Nov 2018)	Total	1,843	2,011	1,519	1,914	1,424	8,711
	% Latino est.	7%	10%	14%	10%	14%	11%
	% Spanish-Surnamed	6%	9%	13%	9%	13%	10%
	% Asian-Surnamed	2%	2%	3%	3%	3%	3%
	% Filipino-Surnamed	1%	1%	2%	2%	1%	1%
	% NH White est.	90%	87%	79%	86%	80%	85%
	% NH Black	1%	0%	0%	0%	1%	1%
Voter Turnout (Nov 2016)	Total	2,037	1,969	1,613	2,235	1,531	9,386
	% Latino est.	7%	12%	18%	10%	15%	12%
	% Spanish-Surnamed	6%	10%	16%	9%	14%	11%
	% Asian-Surnamed	2%	2%	3%	3%	3%	2%
	% Filipino-Surnamed	1%	1%	2%	1%	2%	1%
	% NH White est.	87%	85%	74%	85%	78%	82%
	% NH Black est.	1%	0%	0%	0%	1%	0%
ACS Pop. Est.	Total	3,912	4,045	4,231	3,898	3,683	19,769
Age	age0-19	24%	24%	24%	20%	20%	22%
	age20-60	48%	49%	51%	50%	50%	50%
	age60plus	28%	27%	25%	30%	30%	28%
Immigration	immigrants	19%	22%	27%	25%	25%	24%
	naturalized	48%	50%	52%	41%	41%	46%
Language spoken at home	english	76%	70%	60%	68%	68%	68%
	spanish	18%	23%	31%	25%	25%	24%
	asian-lang	3%	3%	2%	2%	2%	3%
	other lang	2%	4%	7%	5%	5%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	12%	15%	18%	16%	16%	15%
Education (among those age 25+)	hs-grad	35%	37%	40%	37%	37%	37%
	bachelor	36%	31%	22%	25%	25%	28%
	graduatedegree	21%	21%	20%	22%	22%	21%
Child in Household	child-under18	24%	26%	27%	21%	21%	24%
Pct of Pop. Age 16+	employed	64%	65%	67%	66%	66%	66%
Household Income	income 0-25k	4%	4%	7%	16%	16%	10%
	income 25-50k	9%	10%	13%	14%	14%	12%
	income 50-75k	11%	12%	13%	10%	10%	11%
	income 75-200k	47%	48%	47%	31%	31%	40%
	income 200k-plus	30%	26%	20%	29%	29%	27%
Housing Stats	single family	87%	85%	83%	84%	84%	85%
	multi-family	13%	15%	17%	16%	16%	15%
	rented	18%	22%	31%	35%	35%	28%
	owned	82%	78%	69%	65%	65%	72%

Total population data from the 2010 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2013-2017 American Community Survey and Special Tabulation 5-year data.

STAFF REPORT

To: Coastside County Water District Board of Directors

From: James Derbin, Superintendent of Operations

Via: Mary Rogren, General Manager

Agenda: February 11, 2020

Date: February 7, 2020

Subject: Award of Contract for Preliminary Design Engineering Services and Basis of Design Report to HDR Engineering Inc. for the Nunes Water Treatment Plant Improvement Project

Recommendation:

Authorize the General Manager to execute a professional services agreement with HDR Engineering Inc. ("HDR") for preliminary design engineering services and a Basis of Design Report for the Nunes Water Treatment Plant Improvement Project for a not to exceed amount of \$149,532.

Background:

The Nunes Water Treatment Plant was originally constructed in 1982 and later upgraded in 1992 as part of the Crystal Springs project. The filter basins and clearwell have never been recoated since they were originally constructed. In addition, the sedimentation basin has not had a thorough inspection/evaluation for replacement of the sedimentation basin moving parts. These portions of the Nunes facility are now 30-40 years old and in need of repair/replacement.

At the District's request, HDR has submitted the attached proposal for preliminary design services and a Basis of Design Report to rehabilitate and upgrade the Nunes WTP. Staff proposes we utilize HDR's expertise in water treatment plant design to assist the District with needed engineering design services to upgrade the filters, sedimentation basin and clearwell.

In 2018, the District contracted with West Yost and Associates to prepare an engineering report entitled "Optimization of Treatment of Local Water Sources Feasibility Analysis". A section of this report addressed specific needed upgrades/improvements to the Nunes WTP. Staff has selected HDR to start with a preliminary design and Basis of Design Report to help further define needed improvements and to facilitate Capital Improvement planning and budgeting for the Nunes facility.

STAFF REPORT

Agenda: February 11, 2020

Subject: Award of Contract to HDR Engineering Services Inc.

Page Two

Staff recommends awarding this work to HDR based on their reputation and experience with similar projects. Once this work is complete, staff will report to the Board and the Facilities Committee on the proposed scope of rehabilitation work before a full design contract is brought for approval.

Fiscal Impact: Initial outlay of \$149,532 for preliminary engineering design services.



January 14, 2020

Mr. James Derbin
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

RE: HDR's Proposal for the Nunes Water Treatment Plant Filter Upgrades Project

Dear Mr. Derbin:

In response to your request, we are pleased to submit this proposal to complete preliminary design for filter upgrades and conceptual evaluation to add a new sedimentation (sed) basin at the Nunes Water Treatment Plant. As one of the most prominent water engineering firms in the country, HDR has been assisting clients across the country with all facets of their water treatment needs for more than 100 years. Of our 10,000 staff, more than 500 are located in Northern California and have provided our clients with innovative engineering solutions in water supply planning, modeling and conveyance, and water quality and treatment projects.

Project Team

HDR offers the Coastside County Water District (District) an experienced teams of engineers that have a consistent record of successful execution on projects like yours. Our knowledge of what it takes to deliver these projects will give you confidence throughout the design and construction of the upgrades to your plant. Our project manager, Rich Stratton, has more than 42 years of experience managing and delivering water treatment projects and is considered one of HDR's national experts in water and advanced treatment. As the project engineer, Ambarish Ravi brings close to nine years of experience designing and managing projects for water and wastewater treatment plants, including a new surface water treatment plant of comparable size to your plant.

Scope of Work

The main objective of this project is to upgrade existing filter equipment (e.g., underdrains, air scour system, valves and actuators), perform a conceptual evaluation of adding a temporary or permanent redundant sed basin, rehabilitate and recoat the filter and clearwell structures, and design miscellaneous improvements at the plant. The following are the specific project components proposed to be included in our scope of work:

- Conceptual evaluation of adding a new 1 mgd sed basin to provide redundant capacity to the existing sed basin.

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- Rehabilitation of filter equipment, including replacement of the underdrains, installation of a new air scour system including blower(s), replacement of the filter media, and new instruments, if needed.
- Replacement of existing orifice plate flow meters with magnetic flow meters at new locations, replacement or refurbishment of valves, new actuators, and appurtenances, and miscellaneous improvements.
- New filter-to-waste (FTW) piping and pumping system to allow for higher FTW flows.
- New concrete coating for the filters and clearwell.
- Addition of a new 2,500-gallon sodium hydroxide (caustic) tank on a concrete pad, piping with related appurtenances, and a canopy for tank protection.
- Miscellaneous electrical and instrumentation and control (I&C) improvements as required to support the project components described above. We understand that the power service to the site is 208V 3-phase.

Our proposed scope of services is provided below.

Task 1 – Project Management, Quality Assurance/Quality Control (QA/QC), and Meetings

SUBTASK 1.1 - PROJECT MANAGEMENT AND COORDINATION

This subtask includes the management activities needed for on-time and on-budget project completion, and to address the District's concerns. A project management plan will be developed to serve as a communication tool for District and HDR staff. HDR will prepare invoices, progress reports, and decision log updates on a monthly basis. The monthly progress reports will summarize budget and schedule status in measurable terms. Other activities include scheduling of staff and coordinating the quality assurance effort.

Deliverables: Monthly progress reports and invoices, project management plan, and decision log.

SUBTASK 1.2 - QA/QC PROGRAM

HDR will institute and maintain a QA/QC program for the work performed on this project. For objectivity, senior technical staff who are not involved in the project will perform internal QA/QC upon completion of conceptual design and contract documents before they are submitted to the District.

Deliverables: To be incorporated into the deliverables.

SUBTASK 1.3 - PROGRESS MEETINGS

HDR will attend the following meetings:

- One 2-hour kick-off meeting at the District's office to be attended by up to three HDR team members. One hour of the kick-off meeting will be devoted to discussion of the risk management plan. A field site visit of the treatment plant will follow the kick-off meeting. The above grade and non-confined space below grade areas of the filters and clearwell will be inspected. Up to four HDR team members will be a part of the site visit.
- Up to two 1-hour monthly progress meetings will be conducted by conference calls with up to three HDR team members. Progress calls will include a review of the status of the project scope, schedule, budget, and a discussion of ongoing project tasks.
- One 2-hour deliverable review meeting at the District's office. Up to three HDR team members will attend the meeting to be held after District review of the draft Basis of Design Report (BDR). HDR will summarize and present the design criteria for the major design elements.
- One 1-hour meeting to present the findings of the BDR to the District Board members attended by one HDR team member.

For each of the meetings, HDR will prepare and distribute draft agenda and meeting minutes to attendees for review and comment. The final meeting minutes will be distributed after addressing comments.

Deliverables: Meeting agenda and minutes.

Task 2 – Preliminary Design and BDR

SUBTASK 2.1 - DATA COLLECTION AND REVIEW

HDR will review the District-provided information relevant to the project, including existing record drawings of the facilities, previous condition assessments, design reports, and available Operation and Maintenance (O&M) Manuals.

SUBTASK 2.2 – PRELIMINARY DESIGN ANALYSIS

HDR will perform a preliminary design analysis of the following project elements:

2.2.1 Filtration System

- Removal of existing surface wash system and replacement with new air scour system for all four filters. Air scour system design will include the addition of blowers, piping, valves, appurtenances, and associated electrical and instrumentation design. Two alternatives will be evaluated for the air scour nozzle system and blower type. It is assumed that the blowers will be located outdoor, under a canopy.
- Removal and replacement of existing underdrain piping system for all filters. Up to two different underdrain types will be evaluated, including the AWI SST and the Leopold plastic block type underdrains.

- Replacement of existing filter media.
- New FTW piping and pumping system to replace existing undersized FTW system. Two alternatives will be evaluated consisting of either: (1) separate FTW valves and flow meters at each filter; or (2) using the existing backwash supply piping to convey FTW to a single control valve and flow meter. Piping and pumps to return the FTW flow to the ahead of or after the floc/sed basins will be included.
- Replacement or rehabilitation of valves in the filter influent, effluent, and backwash system piping. Analysis will include replacing or refurbishing the existing valves and installing new actuators, such as AUMA or equal.
- Evaluation of replacement of the existing orifice flow meters and their location in the filter effluent piping and with new magnetic flow meters at new locations with better hydraulic characteristics.
- New concrete coating in the filter basins.
- Miscellaneous piping, appurtenances, and equipment rehabilitation based on condition assessment.

2.2.2 Sedimentation Basins

- Conceptual evaluation of adding a new 1.0 mgd sed basin adjacent to existing sedimentation basin and on the same HGL as the existing to provide improved reliability to the floc/sed system. Options to be evaluated will include: A pad and retaining wall that sits North of the existing sed basin to bring in temporary rental unit or install a package sed basin/clarifier that would be at the same HGL as the existing so it can gravity flow through the plant. Design of a concrete pad, retaining wall, and a package sedimentation basin are not included in the scope of services at this time.

2.2.3 Chemical Feed

- Addition of a new-2,500 gallon sodium hydroxide (caustic) tank and related appurtenances outside the existing filter gallery. Addition of new piping, valves and appurtenances to connect to existing chemical feed piping. The new tank will be protected by a canopy.

2.2.4 Clearwell

- Rehabilitation of the clearwell structure, including the addition of new concrete coating, replacement of existing ladder, and other miscellaneous appurtenances. This does not include any structural design and code analysis or seismic assessments.

An Opinion of Probable Construction Cost (OPCC) will be prepared for the proposed improvements based on an Association for the Advancement of Cost Engineering (AACE) Class 4 level.

SUBTASK 2.3 – BDR

HDR will prepare a BDR that will summarize the alternatives evaluation for major equipment selection, design criteria for new equipment and upgrades, concrete and coatings repair and rehabilitation, a Class 4 level OPCC, and 30 percent design level plans, sections, and process and instrumentation diagrams (P&IDs) for major upgrades. A conceptual evaluation of addition of a new sed basin will also be included along with schematic sketches.

Assumptions

1. Geotechnical data for structural design will be based on presumptive values in the building code. Structural design does not include deep foundations. If deep foundations are required, a geotechnical investigation must be conducted. Geotechnical investigation is not included in the budget at this time.
2. OPCC will be prepared in Microsoft Excel.
3. No surveying will be performed. It is assumed that the elevation information from the existing record drawings can be utilized.
4. Drawings will be prepared in 2018 AutoCAD 2D.

Deliverables: PDF copy and four hard copies of the draft and final BDR.

Compensation

Table 1 shows the estimated work effort and cost to perform the scope of work described above. HDR's rate schedule is also included as an attachment.

Schedule

Figure 1 shows the proposed project schedule.

We appreciate the opportunity to work with the District on this project. Please contact Rich Stratton at (916) 817-4819 or Rich.Stratton@hdrinc.com if you have any questions.

Sincerely,
HDR Engineering, Inc.



Holly L.L. Kennedy, P.E.
Senior Vice President



Richard G. Stratton, P.E.
Senior Project Manager

Table 1 - Estimated Work Effort and Cost

Coastside County Water District

Nunes Water Treatment Plant Filter Upgrades Project

Task No.	Task Description	Principal/ QA/QC	Project Manager	Project Engineer	Staff Engineer	Structural Engineer	Corrosion Engineer	Electrical Engineer	CADD Tech	Admin/ Clerical	Total HDR Labor Hours	Total HDR Labor (\$)	Total HDR Expenses (\$)	Total Cost (\$)
Task 1 - Project Management, Quality Assurance/Quality Control (QA/QC), and Meetings														
1.1	Project Management and Coordination	2	18							18	38	\$8,980	\$200	\$9,180
1.2	QA/QC Program	2		2						6	10	\$1,642		\$1,642
1.3	Meetings and Workshops		26	20	18	6		8			78	\$18,758	\$1,400	\$20,158
	Subtotal Task 1	4	44	22	18	6	0	8	0	24	126	\$29,380	\$1,600	\$30,980
Task 2 - Preliminary Design and BDR														
2.1	Data Collection and Review		4	6	6	4		4			24	\$5,144		\$5,144
2.2	Preliminary Design Analysis		24	60	120	36	6	32			278	\$53,196		\$53,196
2.3	Draft BDR and OPCC	12	8	36	60	32	6	32	64	6	256	\$46,608	\$1,000	\$47,608
2.4	Final BDR	2	4	12	24	4		6	16		68	\$12,404	\$200	\$12,604
	Subtotal Task 2	14	40	114	210	76	12	74	80	6	626	\$117,352	\$1,200	\$118,552
COLUMN TOTALS		18	84	136	228	82	12	82	80	30	752	\$146,732	\$2,800	\$149,532

HDR Engineering, Inc.

RATE SCHEDULE

January 2020 to December 2020

Technical Specialist 5	\$330 to \$390
Technical Specialist 4	\$280 to \$330
Technical Specialist 3	\$240 to \$280
Technical Specialist 2	\$190 to \$240
Technical Specialist 1	\$150 to \$190
Engineer 5	\$300 to \$360
Engineer 4	\$250 to \$300
Engineer 3	\$190 to \$250
Engineer 2	\$150 to \$190
Engineer 1	\$100 to \$150
CAD/GIS Technician 1	\$100 to \$130
CAD/GIS Technician 2	\$130 to \$180
CAD/GIS Technician 3	\$180 to \$230
Project Controller	\$100 to \$170
Project Coordinator	\$90 to \$140

Rates include current overhead rate plus profit and are adjusted by an average of 4% annually on January 1st

EXPENSES

In-House Expenses

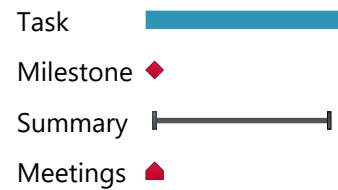
Vehicle Mileage (per mile)	Current Federal Travel Regulation (FTR)
Other Travel (e.g., airfare, fuel charges, parking, ride share, lodging, meals, rental/leased vehicle, etc)	at cost
Black/White Photocopies (per copy)	\$0.05 to \$0.09
Color Copy (per copy)	\$0.15 to \$0.30
Bond Plotting – Black/White (per square foot)	\$0.15
Bond Plotting – Color (per square foot)	\$0.90

Please note that expenses and subconsultants are charged with a five percent markup.

Figure 1 - Project Schedule



**Coastside County Water District
Filter Upgrades Project**



STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: February 11, 2020

Date: February 7, 2020

Subject: Approval of Professional Services Agreement with WRA Environmental Consultants to prepare a California Environmental Quality Act Initial Study/Mitigated Negative Declaration and a Cultural Resources Report for the Pilarcitos Creek Crossing Pipeline Replacement Project

Recommendation:

Authorize the General Manager to execute a Professional Services Agreement with WRA Environmental Consultants (WRA) for preparation of the California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration (IS/MND) and a Cultural Resources Report for the Pilarcitos Creek Crossing Pipeline Replacement Project for a cost not to exceed \$40,800.

Background:

The District's Pilarcitos Creek Pipeline is a ~450' crossing under the creek used to convey potable water to the southern portion of the District. The pipeline extends from Stawflower Village Shopping Center to the north and crosses underneath Pilarcitos Creek to Oak Avenue to the south. This is one of only two pipelines supplying water to areas of the District south of Pilarcitos Creek including downtown Half Moon Bay.

Due to the unknown age, condition and location of the existing pipeline, staff recommends that the District replace this pipeline with a fusible High Density PolyEthylene (HDPE) pipeline via a Horizontal Directional Drilling (HDD) methodology. EKI Environment & Water Inc. (EKI) has recently submitted a draft Preliminary Design for this project, and they identified required environmental and cultural resources work that should start immediately in order for the District to be able to construct the pipeline in the next fiscal year.

EKI solicited the attached proposal from WRA Environmental Consultants to prepare the CEQA IS/MND and Cultural Resources Report. Included in WRA's services is to prepare and publish a draft IS/MND, provide responses to public comments, and prepare an Administrative Final IS/MND. Note that WRA prepared the IS/MND for the El Granada Pipeline Replacement project in 2015.

STAFF REPORT

Agenda: February 11, 2020

Subject: Professional Services Agreement – WRA Environmental Consultants

Page Two

Fiscal Impact:

The District CIP (approved June 2018) includes \$700,000 in funding for this project in FY19/20.



CALIFORNIA ENVIRONMENTAL QUALITY ACT SERVICES
CCWD PILARCITOS CREEK CROSSING (STRAWFLOWER) PROJECT
HALF MOON BAY, CALIFORNIA

SCOPE OF WORK AND ESTIMATED BUDGET

Prepared for:
Jonathan Sutter, P.E.
EKI Environment & Water, Inc.

January 22, 2020
WRA Project Number: 29375

PROJECT PURPOSE AND UNDERSTANDING

The purpose of this Proposal is to prepare California Environmental Quality Act (CEQA) documentation for the installation of a new Coastside County Water District (CCWD) water pipeline beneath Pilarcitos Creek in Half Moon Bay, California. The approximately 450-foot long pipeline would be installed using horizontal directional drilling (HDD) under Pilarcitos Creek from the Strawflower Village Shopping Center to Oak Avenue and Oak Avenue Park. Staging would be provided in the shopping center and Pilarcitos Avenue. CCWD will serve as the CEQA Lead Agency.

WORK PRODUCTS AND SERVICES

Work products will include:

- CEQA Initial Study/Mitigated Negative Declaration (IS/MND)
- Cultural Resources Report (Optional Task)

SCOPE OF WORK

Task 1: Kick-Off Meeting, Information Review, and Project Description

WRA proposes to kick-off the environmental review process with EKI Environment & Water, Inc. (Client) and CCWD by: 1) collecting all relevant reports and drawings (or identify relevant documents for copying); 2) discussing the proposed project; 3) resolving issues regarding overall assumptions; 4) identifying other key CCWD contacts; and 5) discussing overall communication protocols. WRA will prepare a draft Project Description for the Initial Study/Mitigate Negative Declaration (IS/MND) which will include discussions of the following: 1) project site's regional and local location; 2) project objectives and goals; 3) project characteristics; and 4) a list of required approvals.

Task 2: Prepare CEQA Administrative Draft IS/MND

WRA will prepare an Administrative Draft IS/MND that will include a completed environmental checklist form, including a project description; an evaluation of impacts following the outline established in the checklist, including analysis of each issue; and mitigation measures. The Administrative Draft IS/MND will be submitted to the Client for review first. Upon making any revisions per Client comments, WRA will submit the Administrative Draft IS/MND to CCWD for review.

As an optional task the IS/MND can be supported by a Cultural Resources Report to be prepared by Alta Archaeological Consulting (ALTA). While all of the improvements would be below Pilarcitos Creek and in developed areas (e.g., shopping center, park, and roads), the potential for cultural resources is typically greater near creeks and other water bodies and thus WRA recommends including this optional task as a part of the IS/MND.

Task 2a: Cultural Resources Report (Optional Task)

At a minimum, the scope of work includes four tasks: (1) Background Research, (2) Native American outreach, (3) field survey, (4) preparation of an Archaeological Survey Report.

Background Research and Literature Review

Alta Archaeological Consulting (ALTA) will perform a records search at the California Historical Resources Information System, Northwest Information Center (NWIC) located on the campus of Sonoma State University. The NWIC is the primary repository for cultural resources information that covers an eighteen county area including San Mateo County. The purpose of archival research is to identify any previously conducted archaeological surveys or known archaeological sites located on the subject properties and within a one-half mile radius of the project area(s). In addition, ethnographic and historic literature will be reviewed to create background contextual information relevant to the project area. Existing geotechnical reports, historic maps, soil survey data, and geological reports will be reviewed in order to determine the overall sensitivity of the project area for containing unidentified cultural resources. Other archives and institutions where research may also be conducted include the local History Museum and / or the local Public Library.

Native American Outreach

Assembly Bill 52, which went into effect in July 2015, is an amendment to CEQA Section 5097.94 of the Public Resources Code. AB52 established a consultation process with all California Native American tribes identified by the Native American Heritage Commission (NAHC) with cultural ties to an area and created a new class of resources under CEQA known as Tribal Cultural Resources.

ALTA will request the NAHC review the Sacred Lands Files for any resources that may be present within the project area and to provide a list of local Native American tribes. ALTA (if the Lead Agency has not completed) will use regular mail to contact in writing Native American groups or individuals identified by the NAHC to inform them of the proposed project and to solicit their concerns about the undertaking. Follow up phone calls may be made to ensure that letters were received and to discuss any potential concerns with the project. Comments and information provided by the Native American community and government agencies will be provided in the draft and final reports.

Field Survey

ALTA staff will conduct an on-site field reconnaissance of the project area. The project area(s) will be intensively examined for cultural resources. A complete inventory entails systematic pedestrian examination of the ground surface. In accordance with established standards, field reconnaissance will be conducted using transects spaced no more than 10 meters apart. Transect interval spacing will be reduced in areas depending upon the sensitivity or the parcel. Areas of low sensitivity will be given cursory survey coverage. The survey may include surface scrapes, subsurface shovel probes and/or hand auguring. No artifacts will be collected as part of this reconnaissance. The field crew will maintain daily field notes and the findings will be made available immediately following the field investigation.

All resources identified within the project area will be recorded using the standard *State of California Department of Parks and Recreation Archaeological Site Forms*. A cultural resource shall have a minimum age of 45 years. As cultural resources are located during survey, approximate boundaries will be delineated and the location of the resource plotted on topographic maps. Global Positioning System (GPS) mapping of each site location will be undertaken. Site recordation will include site and feature mapping, completing of site record forms, and photography. All photographs will be done in a digital format. An evaluation of the impact agents and structural condition will be noted for each resource in the project area. As appropriate, a limited narrative will be provided to further describe the nature, extent, and location of resources.

Archaeological Survey Report

ALTA will prepare an Archaeological Survey Report (ASR) in accordance with the standard guidelines in *Archaeological Resource Management Reports* (1990). The ASR will include a summary of the identification efforts undertaken in the study, consultation with agencies and local governments, provide a summary of archaeological methods and findings, and make preliminary recommendations for appropriate treatment and/or evaluation of resources. The archaeological survey report will be sufficient to satisfy requirements defined by CEQA. One draft copy will be submitted to the Client in a digital format (MSWord and PDF) for review and comment. Revisions to the draft will be incorporated into the final document.

Task 3: Prepare Draft IS/MND per CCWD's Comments

After providing the Administrative Draft IS/MND to CCWD for review, WRA will address all of CCWD's comments. WRA will prepare one copy of a Screencheck Draft IS/MND that the Client can review before the document is submitted to CCWD. The purpose of the Screencheck Draft IS/MND is to allow the Client and CCWD to confirm that all comments have been addressed before publishing the Draft IS/MND for public review.

Task 4: Publication of the Draft IS/MND

Upon approval of the Screencheck Draft IS/MND, WRA will reproduce additional copies of the Draft IS/MND for CCWD's use during the 30-day public review period. Additionally, WRA will coordinate with CCWD in providing web-ready documents for publication on CCWD's website. WRA will also produce and circulate the Notice of Intent (NOI), as well as any other CEQA noticing requirements, including the Notice of Completion (NOC) and Notice of Determination (NOD) to the County Clerk and State Clearinghouse, as applicable.

Task 5: Prepare Final IS/MND and Response to Comments

Following completion of the 30-day public review period, WRA will respond to agency and public comments submitted on the Draft IS/MND. The extent of work necessary to complete the Final IS/MND is contingent upon the number and nature of public comments received after the Draft IS/MND is circulated. The Final IS/MND will include the response to comments, any edits required to the Draft IS/MND, and a Mitigation Monitoring and Reporting Program (MMRP). The Administrative Final IS/MND will be submitted to the Client for review prior to submittal to CCWD. In addition to the kick-off meeting, this scope of work includes attendance at up to one public hearing.

Task 6: Project Management and Team Meetings

Mr. Geoff Reilly of WRA will provide internal project management, tracking of detailed subtask progress, team coordination, and quality assurance in the preparation of our work products. Ongoing communication regarding progress on each work product, preliminary findings, and information exchange will also be coordinated by the WRA project manager. The project manager will be responsible for maintaining project cost estimates, scheduling for the project, and will be available by phone or email to answer technical questions and assist with ongoing project issues. In addition to WRA's attendance at the kick-off meeting and one public hearing, this proposal assumes one additional team meeting with the Client and/or CCWD to go over comments on the IS/MND.

Schedule

Tasks in this scope of work will be completed based on a schedule determined in consultation with the Client and CCWD based on overall project goals and expectations.

Assumptions

- Project description maps and related information will be provided by the project team prior to initiation of the CEQA analysis.
- Changes to the Project Description and/or Project Boundaries may require additional budget to update the environmental analysis.
- Estimated costs herein are on a time and materials basis, and completion of the project will not exceed the given budget without prior authorization from the client in writing. Should contingencies arise that will increase cost, WRA will inform the Client immediately to explain what is needed and obtain authorization to continue.
- Access to the site shall be provided by the Client and/or Property Owner, and any keys or combinations to locks, etc., shall be provided to WRA staff necessary to complete this Scope of Work. Any residents, caretakers, or other agents of Client on-site shall be informed of WRA's presence on-site. WRA will inform Client up to five business days prior to conducting site visits.
- Any available project plans or other site information will be provided in electronic spatial format such as GIS or CAD.
- Any previous correspondence with local, state, or federal regulatory resource agencies that relate to the project shall be provided for WRA.
- Other than the Optional Cultural Resources Task, this Scope of Work does not include other technical reports such as a Biological Resources Assessment.
- Regulatory permit applications are not included in this Scope of Work.

- The Optional Cultural Resources budget assumes that up to one prehistoric-era resource could be present within the project area that requires formal documentation. Recordation of additional resources would be completed at a rate of \$350.00 per occurrence and be in addition to the estimate budget listed below.

Estimated Cost

The estimated cost for the services described in this scope of work is provided below and is based on assumptions provided. The estimated cost is subject to change based on specific conditions that arise during the conduct of this work.

Task	Budget
Task 1. Kick-off Meeting, Information Review, Project Description	\$3,900.00
Task 2. Administrative Draft IS/MND	\$14,500.00
Task 2a. Cultural Resources Report (Optional Task)	\$4,800.00
Task 3. Draft IS/MND	\$4,900.00
Task 4. Publication of Draft IS/MND	\$2,400.00
Task 5. Final IS/MND	\$5,500.00
Task 6. Project Management and Team Meetings	\$4,800.00
Total (with Optional Task 2a)	\$40,800.00

Firm Description

WRA, Inc. provides a range of environmental services including environmental planning related to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), biological assessments, habitat restoration, mitigation design, resource agency permitting as well as expertise in wetlands, plant ecology, special status species studies, and landscape architecture. Formed in 1981, WRA is a California certified small business (#13333).

WRA has completed over 3,000 projects for public agencies, non-profit, and private organizations in California. Our wide range of project experience includes hundreds of projects in Marin County. WRA has provided on-call services to cities and counties throughout the State and worked with the City of San Rafael Public Works Department since 2016 through a Master Service Agreement.

Environmental Review

WRA is experienced in the application of federal and state environmental review, regulatory permitting, and ensuring compliance with environmental requirements during and after construction. WRA's approach to environmental review, permitting, compliance and monitoring for public agencies recognizes the importance of environmental protection of resources while accounting for practical aspects of projects that maintain the feasibility of project construction. Efficient completion of the environmental review and permitting process is important for keeping projects on schedule and within budget. Ensuring compliance with the various environmental laws and regulations maintains continued public support of projects, avoiding cost overruns that may result from non-compliance (and perceived non-compliance), and to enhance political capital with the general public, regulatory agencies, and potential state and federal funding sources.

Environmental review refers to documentation completed pursuant to CEQA/NEPA; including Caltrans Standard Environmental Review processes. Completing the environmental review may also require a public review period. Because of the public nature of the CEQA/NEPA processes, the level of potential controversy associated with a project is a key input into the approach to CEQA/NEPA documentation. Identifying key issues early on for any particular project, as well as any past environmental review documents previously completed for a site, are also important steps to scoping and delivering environmental review documents that provide the appropriate level of coverage under CEQA/NEPA in the most efficient way possible.

WRA specializes in wide-ranging identification of constraints and opportunities created by a project and the identification of CEQA mitigation measures and NEPA avoidance and minimization measures that reduce or avoid significant impacts to the environment. We frequently incorporate feasible design features and best management practices into the project description to "self-mitigate" project impacts and often reduce the amount of environmental review required (e.g., Categorical Exemption and Exclusion).

WRA'S PROFESSIONAL/TECHNICAL SERVICES

- CEQA/NEPA Analysis
- Aquatic resources (wetlands, streams, riparian, marine)
- Biological resource assessments
- Certified arborist services
- GIS analyses and remote sensing
- Landscape architecture design
- Mitigation services
- Rare and endangered plant and wildlife surveys
- Regulatory permitting (Corp, RWQCB, CDFW, USFWS, NMFS, BCDC, etc.)
- Trail design and open space management planning
- Vegetation mapping and biological inventories
- Water resources engineering
- Watershed assessments and planning
- Wetland and stream delineation and functional assessment
- Wetland and endangered species



GEOFF REILLY, AICP
**Senior Environmental
Planner**

reilly@wra-ca.com
o: 707.238.5666

Years of Experience: 28

Education

BA Resource and Environmental
Geography, Spanish Minor
San Diego State University

**Professional Affiliations/
Certifications**

American Institute of Certified Planners
(AICP)

Association of Environmental
Professionals (AEP)

American Planning Association (APA)

2013 NWETC NEPA Certification:
Writing the Perfect EA/FONSI or EIS

2013 Caltrans Local Assistance
Training Certification

**Specialized Training and
Presentations**

Annual AEP Advanced CEQA
Workshops

2012 Lorman Education Services
CEQA Presentation ("Completing the
CEQA Process")

Fall 2012 AEP CEQA Basics
Workshop Presentation

Mr. Reilly is a Senior Environmental Planner at WRA, Inc. He has over 28 years of experience in the preparation and management of environmental review documents pursuant to the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). He has a broad knowledge of environmental and regulatory issues that affect land development and has successfully managed the environmental review process for many complex and controversial projects. He has acted both as project manager and principal writer for a wide variety of projects, including residential subdivisions, commercial retail and office developments, mixed-use projects, institutions, recreational amenities, industrial facilities, and roadway improvements.

Mr. Reilly has supervised the preparation of all types of CEQA and NEPA documents for both public and private sector clients, including initial studies, mitigated negative declarations, environmental assessments, EIRs, EISs, constraints analyses, technical background reports, expert witness testimony, and third party review. He also has prepared many Program EIRs for Master Plans, Specific Plans and General Plan Updates throughout California. His responsibilities include marketing, client and subcontractor liaison, project budgeting and scheduling, QA/QC, and the presentation of environmental analyses, recommendations, and strategies at client meetings and public hearings.

Representative Projects

El Granada Pipeline Replacement Project Initial Study/Mitigated Negative Declaration, Half Moon Bay, California

Mr. Reilly managed the preparation an Initial Study for the Coastside County Water District. The El Granada Pipeline Replacement project will replace an existing 10-inch welded steel pipeline mounted underneath the western walkway on the City of Half Moon Bay's Main Street Bridge, which crosses Pilarcitos Creek. The new pipe alignment will extend through private property on the north side of Pilarcitos Creek, underneath the creek, and east along Mill Street. WRA teamed with engineers Erler & Kalinowski, Inc. to create strategic design solutions and avoid any impacts to the riparian corridor.

Water Service Extension for Existing Facilities at Shamrock Ranch Initial Study/Mitigated Negative Declaration, San Mateo County, California

Mr. Reilly assisted with the preparation of an Initial Study for the North Coast County Water District. The Water Service Extension for Existing Facilities at Shamrock Ranch will install a water service connection to allow the District to provide a reliable water source for the existing development on the Shamrock Ranch property, which is outside the District's jurisdiction. The service connection includes the installation of a water meter, a pipeline connection from Peralta Road to the water meter, a pipeline connection from the water meter to the existing water tanks on the site, and a backflow preventer. He also assisted with the preparation of the San Mateo Local Agency Formation Commission application to extend the District's service outside its jurisdictional boundaries.

GEOFF REILLY

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Runnymede Storm Drain Improvement Project, City of East Palo Alto, California

WRA managed a team of consultants in support of a flood control/storm drain improvement project undertaken by the City of East Palo Alto along the margin of the San Francisco Bay. The project involves dredging an existing, unmaintained storm drainage channel and associated catchment basin. The water is then pumped into San Francisquito Creek, a tidally influenced creek that flows to the Bay. The channel and forebay support tidal marsh habitat and associated endangered species such as Salt Marsh Harvest Mouse and California Clapper Rail. Based on sediment sampling conducted between 1996 and 1998, elevated concentrations of arsenic have been found in sediments within the Runnymede storm drain channel. The project therefore required a soil and groundwater management plan to address the potential for contaminated soil with respect to fugitive dust during construction activities. Mr. Reilly served as the project manager for the Initial Study/Mitigated Negative Declaration which was adopted by the East Palo Alto City Council in 2015.

2017 Capital Improvement Project: Old River Road and Vicinity CEQA Categorical Exemption and NEPA Categorical Exclusion, Guerneville, California

Mr. Reilly oversaw the preparation of a Categorical Exemption pursuant to the California Environmental Quality Act (CEQA), and a Categorical Exclusion pursuant to the National Environmental Policy Act (NEPA) for the Sweetwater Springs Water District, who is receiving funding for the project from the U.S. Department of Agriculture. The project includes approximately 7,600 feet of water main replacements along Old River Road and River Road from Morningside Drive to Canyon 2 Road, Orchard Road, Foothill Boulevard, and Outlet Drive. WRA coordinated with the District and their engineers, as well as a cultural subconsultant, and internal staff to prepare a project description, archaeological survey report, and biological resource assessment providing evidence to support both the CEQA Categorical Exemption and NEPA Categorical Exclusion findings.

Sausal Vista Pump Station Improvements, West Bay Sanitary District, California

Mr. Reilly managed the preparation of an Initial Study/MND for the abandonment of the Corte Madera Sewer Pump Station (PS) and the upgrades of the Sausal Vista PS, both of which are located in the Town of Portola Valley. The project also includes a new gravity sewer line from each PS and the abandonment of the existing force main from the Corte Madera PS to Portola Road. The primary objective of the proposed project is to reduce the amount of wastewater system maintenance required by District staff, address odor issues in the project site, and to reduce the risk, from aging pipeline, of potential sewage spills into Corte Madera Creek.

25th Avenue Sanitary Sewer Relief Line Project Initial Study, City of San Mateo, California

Mr. Reilly managed the preparation of an Initial Study and Negative Declaration for a proposed sanitary sewer relief line along 25th Avenue in San Mateo. The need for the new relief sewer line was identified in the City's 2005 Citywide Sewer System Study. The City was also issued a Cease and Desist Order by the San Francisco Bay Regional Water Quality Control Board, which requires it to eliminate sanitary sewer overflows from being discharged into the storm drain system, surface waters, and ground waters.

Crestmoor Canyon Sewer Replacement Project, San Bruno, California

In 2016 Mr. Reilly assisted the City of San Bruno Public Works Department with a Site Inventory and Constraints Assessment that provided an overview of the potential environmental constraints at Crestmoor Canyon in the City of San Bruno. The Assessment helped guide the City's planning process for a new detention basin proposed for the City's 2014 Storm Drain Master Plan. WRA also assisted the Public Works Department with a CEQA Categorical Exemption for a proposed 1,600 linear foot high-density polyethylene sewer main within Crestmoor Canyon which tiered from the Constraints Assessment.

RWQCP New Outfall Project, City of Palo Alto, California

Mr. Reilly managed the preparation of an Initial Study/MND for this project which consists of a new effluent outfall pipe, rehabilitation of the existing outfall pipe, and replacement of the Renzel Marsh pump. The new effluent outfall pipe would extend approximately 2,402 linear feet, starting at the Plant and ending immediately adjacent to the existing outfall pipe's discharge point. Installation of the new effluent outfall pipe would require open trenching and backfilling. The existing outfall pipe would be rehabilitated with flexible joint seals and no open excavation would be required as construction workers would enter the pipe to install these repairs.



Rachael Carnes
Environmental Planner

carnes@wra-ca.com
o: 510.296.0532 x2230
c: 405.514.0917

Years of Experience: 9

Education

M.E.M., Ecosystem Science and Conservation, Duke University, 2011
B.A., Environmental Science, Hendrix College, 2008

**Professional Affiliations/
Certifications**

Association of Environmental Professionals

American Planning Association

Certificate in Geospatial Analysis

Specialized Training

Wetlands Regulation and Mitigation, UC Davis Extension, 2017

Implementation of NEPA, Duke University, 2011

**Special Recognitions/
Publications**

Publication: "Landscape connectivity losses due to sea level rise and land use change" (Animal Conservation, 2016)

Publication: "The size of savannah Africa: a lion's (Panthera leo) view" (Biodiversity Conservation, 2013)

Rachael Carnes received a Master's degree in Environmental Management from Duke University in 2011, following her Bachelor's degree in Environmental Science in 2008. Since that time, Rachael has been gathering experience and expertise in land planning and management, environmental permitting, CEQA/NEPA review, habitat conservation, and technical writing while working within the public, private, and non-profit sectors.

Rachael is now an Environmental Planner at WRA, Inc., focused on guiding clients through the CEQA/NEPA process and consulting with agencies regarding planning entitlements and development review applications. She coordinates teams and information flow and prepares documents for a project's initial study (IS), mitigated negative declaration (MND), environmental assessment (EA), Environmental Impact Report (EIR), Environmental Impact Statement (EIS), constraints analysis, and technical background reports. Rachael has worked with clients and agencies such as the U.S. Fish and Wildlife Service (USFWS), the U.S. Customs and Border Patrol (CBP), the California Department of Fish and Wildlife (CDFW), the California Department of Transportation (Caltrans), PG&E, City and County governments, and special districts to provide environmental planning needs and coordinate the environmental review process.

Representative Projects

Town of Hillsborough, San Mateo Creek Bank Restoration IS/MND Addendum, Hillsborough, California

Ms. Carnes prepared the CEQA IS/MND Addendum and coordinated with the project team to guide preparation of various technical reports for a creek bank stabilization at 773 El Cerrito Avenue in Hillsborough. The Town of Hillsborough proposed to provide bank stabilization to an existing creek bank along the San Mateo Creek and protect the bank from erosion during future storm events. A pier wall is currently providing stabilization to the existing roadway and utilities located within the roadway, but storm events in the winter of 2016-2017 have caused erosion to occur along the pier wall and exposed the bottom of the grade beam and the top 12 to 18 inches of a few of the cast-in-drilled-hole piers.

City of San Rafael, San Quentin Pump Station Replacement IS/MND, San Rafael, California

Ms. Carnes prepared the IS/MND for the project, including the coordination of information from various project team members and subconsultants. The proposed project, directly north of the Target property at 123 Shoreline Parkway in San Rafael, is located on former marshland abutting San Rafael Bay approximately 0.20 miles to the east. The current pump station and outfall pipe have become deteriorated with age and exposure to the elements. The City proposes replacing these structures to increase storm water conveyance, capacity, and efficiency. The proposed project would require demolition of the current station, trenching for certain sections of the outfall pipe, grading, and revegetation of portions of the site for wetland mitigation.

City of Palo Alto, San Francisquito Creek Bank Stabilization Project Development Application, Palo Alto, California

The Children's Health Council (CHC) provides specialized education to children and teens with a variety of learning differences. The banks of San Francisquito Creek at the margins of CHC property were actively eroding and resulting in a loss of CHC property and outdoor learning area. Ms. Carnes coordinated and prepared city development applications and assisted in permitting efforts.

RACHAEL CARNES

Page 2

City of Newark, Cargill Plummer Slough Bridge Project IS/MND, Newark, California

Cargill operates a solar salt production facility in Newark, where salt is produced using bay water and evaporation. The proposed project would provide an alternative and more direct access route for Cargill operations vehicles, away from a new residential development that is currently under construction adjacent to the current access route. Ms. Carnes assisted with the final IS/MND, including the Mitigation and Monitoring Reporting Program, and coordinated and completed the CEQA noticing documents.

Town of Colma, 1055 El Camino Real Development Project CEQA Infill Exemption, Colma, California

Ms. Carnes prepared a CEQA Appendix N Infill Exemption Checklist package for the Town of Colma, including technical memorandums on the topics of air quality, GHG emissions, and noise. The project called for a one-story, 12,501-square-foot kidney dialysis treatment center and a new parking lot accommodating 38 vehicles along one of the main Town throughways. The work required grading, retaining walls, removal of existing trees, new site landscaping, storm water management BMPs, and construction of new water and sewer laterals.

Sewer Authority Mid-Coastside (SAM), Wet Weather Storage Facility Expansion Project IS/MND Addendum, San Mateo County, California

The Sewer Authority Mid-Coastside (SAM) required an expansion of their underground storage system, adding five additional storage tanks immediately adjacent to the five existing tanks, to better manage the current levels of stormwater infiltration and inflow that exceeded the existing system's capacity during large storm events. The project was designed to prevent untreated sewage discharges to the environment that could result in contamination of the Pacific Ocean, Monterey Bay National Marine Sanctuary, recreation beaches, and sensitive biological habitats. Ms. Carnes prepared the addendum to the IS/MND that was certified for the current system in 2009.

Marin Emergency Radio Authority (MERA), Next Generation Radio Communication System Subsequent EIR, Marin County, California

The MERA system currently includes 16 active communications sites, united with microwave links to provide centralized communication channels and management of local and wide-area public safety communications. The combination of older equipment and recent changes in federal radio frequency requirements mandated by the Congressional Jobs Bill HR 3630 (2012) necessitate an upgrade of all UHF radio communications systems by 2021, including MERA. The proposed project would accomplish these upgrades. Ms. Carnes assisted in the preparation of the Draft Subsequent EIR and various technical studies and is currently coordinating with the project team to deliver the Screencheck and Final Draft documents.

Town of San Anselmo, Bridge Preventative Maintenance Program IS/MND, San Anselmo, California

Ms. Carnes prepared the IS/MND for two bridge repair projects under the Highway Bridge Program (HBP) Bridge Preventative Maintenance Program (BPMP), along with a NEPA Categorical Exclusion pursuant to Caltrans District 4 Local Assistance requirements. Ms. Carnes coordinated and assisted in the preparation of the following supporting technical memos and studies: Equipment Staging, Hazardous Materials, Land Use, Traffic, and Water Quality. The two bridges are located on Barber Avenue over Corte Madera Creek and on Sir Francis Drake Boulevard over San Anselmo Creek. For both projects, the main work required would be limited to removing asphalt concrete overlay, resealing with polyester concrete, and general repair of concrete cracks and spalls on the surface and soffit of the bridges.

Town of Hillsborough, Sandra Hayne Storm Drain Replacement and Creek Daylighting Project, Hillsborough, CA

Ms. Carnes managed information flow and coordinated the project team to deliver a CEQA-level project description and is currently writing the IS/MND for the project, proposed by the Town of Hillsborough Public Works Department. The project involves the replacement of the existing eroded storm drain system that conveys Cherry Creek in the area around Sandra Road and Hayne Road, as well as the culvert that carries flow from an unnamed tributary under Hayne Road. As part of these improvements, the Town also plans to daylight a portion of lower Cherry Creek, which would reduce the fast-paced erosion currently occurring along this section of the creek. Activities would restore a portion of the creek to its more natural state, creating native fish habitat, reducing flow velocity of the creek to avoid further erosion, and avoiding increased risk of flooding to adjacent properties.



Risa H. DeGeorgey, MA, RPA
 (707) 540-2674 cell — risa@altaac.com

Current Position	Discipline	Qualifications
<ul style="list-style-type: none"> ▪ Managing Member and Primary Owner ▪ Principal Archaeologist 	<ul style="list-style-type: none"> ▪ Cultural Resource Management ▪ Prehistoric Archaeology 	<ul style="list-style-type: none"> ▪ Registered Professional Archaeologist ▪ MA Cultural Resource Planning, Policy, and Procedure

Summary of Experience

Risa DeGeorgey’s professional archaeological career began in 1998. Since then, Ms. DeGeorgey has been working with both public agencies and the private sector engaged in the management of cultural resources. Risa completed an Interdisciplinary Master’s degree at Sonoma State University focused on business development, business management, and integrating land use planning with cultural resource management. She has founded and managed two successful cultural resource management firms. Risa has served on the Board of the Society for California Archaeology for two years and is a Professional Archaeologist in good standing with the Register of Professional Archaeologists. Ms. DeGeorgey meets the Secretary of the Interior’s standard for cultural resource specialists involved in preservation activities at all levels of government involving historic-era and prehistoric-era archaeological resources. Risa DeGeorgey is Alta Archaeological Consulting LLC’s founder, Managing Member, and the primary individual responsible for archaeological investigations, quality control, and general oversight of the company.

Education

- 2006 Interdisciplinary Studies MA, Sonoma State University
Cultural Resource: Planning, Policy, and Procedure
- 2002 Bachelor of Science, Anthropology, University of California, Davis
- 2000 Archaeological Field School, University of Hawaii, Manoa

Professional Experience

Managing Member/Principal Archaeologist 2012—Present
 Alta Archaeological Consulting, LLC - Santa Rosa, California

Primary Owner of Alta Archaeological Consulting, LLC. Duties include: making day to day management and policy decisions regarding finance, business operations, personnel management, marketing, sales, and equipment purchasing; field and lab supervision; client negotiation; developing business relationships; multi-agency coordination; Native American consultation; informing clients of the laws applicable to their projects; project planning; project budgeting; field work coordination; lab management; data base management; statistical analysis; pre- and post- field research; archaeological survey; site recordation; site mapping; writing research designs; supervising data recovery programs; archaeological site evaluation; writing technical reports; graphic production; report production; and making cultural resource management recommendations to land use managers. As leader of the ALTA team, Risa is responsible for providing clients cost effective solutions for complex environmental and cultural resource management issues.

GOVERNMENT & NONPROFIT CLIENT RATE SCHEDULE
Effective: January 1, 2020

PRINCIPAL	\$222-235/hr
ASSOCIATE PRINCIPAL	222/hr
SENIOR ENVIRONMENTAL PLANNER	222/hr
SENIOR ASSOCIATE GEOMORPHOLOGIST	222/hr
SENIOR ASSOCIATE ENGINEER	222/hr
SENIOR ASSOCIATE LANDSCAPE ARCHITECT	201/hr
CONSERVATION STRATEGIES SENIOR ASSOCIATE	201/hr
SENIOR ASSOCIATE	201-222/hr
ASSOCIATE ENVIRONMENTAL PLANNER	183/hr
ASSOCIATE ENGINEER	183/hr
CONSERVATION STRATEGIES ASSOCIATE	174/hr
ASSOCIATE LANDSCAPE ARCHITECT	178/hr
ASSOCIATE	178/hr
GIS PROFESSIONAL II	167/hr
LANDSCAPE ARCHITECT	155/hr
CONSERVATION STRATEGIES SCIENTIST	146/hr
GIS PROFESSIONAL	144/hr
ENVIRONMENTAL PLANNER I	144/hr
SCIENTIST	144/hr
SENIOR LANDSCAPE DESIGNER	131/hr
CONSERVATION STRATEGIES SENIOR TECHNICIAN	131/hr
GIS SENIOR TECHNICIAN	128/hr
ASSISTANT ENVIRONMENTAL PLANNER II	128/hr
SENIOR TECHNICIAN	128/hr
CONSERVATION STRATEGIES TECHNICIAN	119/hr
GIS TECHNICIAN	115/hr
TECHNICIAN	107/hr
FIELD TECHNICIAN	91-144/hr
PROJECT BIOLOGIST	81-103/hr
RESTORATION FOREMAN	91/hr
RESTORATION TECHNICIAN	70/hr
CLERICAL	78/hr
EXPERT WITNESS	Rate x 1.5

Subject to an annual rate adjustment. Necessary project expenses are billed at cost plus 10%. 1/14/2020

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: February 11, 2020

Report

Date: February 7, 2020

Subject: Rescind an Award of Contract to American Eagle Roofing (awarded at the October 15, 2020 Board Meeting) and Award of Contract to Central Roofing Inc. for 766 Main Street Roof Replacement

Recommendation:

Authorize the General Manager to rescind the Award of Contract to American Eagle Roofing (awarded at the October 15, 2020 Board Meeting.) Also authorize the General Manager to contract with Central Roofing Inc. for roof replacement at 766 Main Street for a not to exceed amount of \$90,000.

Background:

At the October 15, 2020 Board Meeting, the Board authorized the General Manager to contract with American Eagle Roofing for replacement of the roof at the District's office at 766 Main Street in the not-to-exceed amount of \$42,000. Subsequent to the award, District Staff learned that the contractor had not bid the contract reflecting labor costs at prevailing wage, and the contractor withdrew his bid. (The other bidders also withdrew as they had not bid the project at prevailing wage.)

Staff solicited bids from four other roofing contractors (specifying prevailing wage) and received the following bids:

Central Roofing Inc.	\$ 90,000
Izmirian Roofing and Sheet Metal	\$ 90,618
Legacy Roofing & Waterproofing	\$119,290
Economy Roofing	\$148,000

See Attachment A for the Central Roofing Inc. bid.

At the October 15 Board Meeting, the Board also awarded the contract for the fascia board replacement to Falco Construction Company at a not to exceed amount of \$68,160. This price is still firm, and Falco will remove and replace the fascia boards and gutters and also manage and inspect the roofing work of Central Roofing Inc.

STAFF REPORT

Agenda: February 11, 2020

Subject: Award of Contract to Central Roofing Inc.

Page Two

Fiscal Impact: \$90,000 for the roof replacement plus \$68,160 (previously awarded) for the fascia board. These amounts are not included in the District's Capital Improvement Plan approved June, 2018.

Central Roofing Inc.
 320 Victory Ave
 SOUTH SAN FRANCISCO, CA 94080
 (650)589-4173
 central.roofing@yahoo.com



Proposal/Contract

ADDRESS

Coastside County Water
 District
 766 Main St.
 Half Moon Bay, CA 94019
 (650)302-4358

PROPOSAL/CONTRA 276

CT #

DATE 11/18/2019

EXPIRATION DATE 11/18/2019

SHIP DATE

11/18/2019

ACTIVITY	DESCRIPTION	AMOUNT
Roofing Shingles	INSTALLATION OF NEW ROOF	90,000.00
	1. ACQUIRE THE NECESSARY PERMITS. 2. Remove the existing roof en preparation to receive the new roof membrane. 3. Install new prefab. PVC boots over base of the existing duct work flashings. 4. Mechanically attach 1/2" densdeck over existing system. 5. Mechanically attach 1 layer 60 mil GAF TPO single ply membrane over entire roof surface, curbs and walls (Title 24 Compliant). 6. Install new prefabricated TPO flashings at all existing penetrations. 7. Install new TPO clad scuppers at all drains. 8. Install new prepainted coping cap flashings on all perimeter walls. 9. Install new sheet metal caps on sleepers. 10. Install new trex blocks under pipes. 11. Install new walk pads at the roof hatch and at each HVC units access panel. ***Issue 20 years Manufacture warranty***	0.00
GUTTERS	GUTTER REPLACEMENT	0.00
	1. Remove existing downspouts 2. Replace existing downspouts ***JOB WILL BE DONE UNDER PREVAILING WAGE DETERMINATION***	

Shelter, Safety, Satisfaction!

TOTAL

\$90,000.00

Upon signing a 3 day cancellation notice at no extra charge.
 All above work carries a 5 year workmanship guarantee.
 Any dry rot work is done on time and material basis at \$95.00 per hour per man.

If you would like to move forward please sing and return.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum stated.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Accepted By

Accepted Date

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: February 11, 2020

Report Date: February 5, 2020

Subject: Fiscal Year 2020-2021 Budget Process Timeline

Recommendation:

None. Information only.

Background:

The attached Budget Process Timeline lays out the proposed schedule for presentation and consideration of the Fiscal Year 2020-2021 Budget. Key timeline milestones follow the pattern established over the last several budget cycles, culminating in the public hearing on the budget scheduled for the June 9, 2020 Regular Board of Directors Meeting.

Staff will review the budget process and answer any questions the Board may have about the budget process.

Fiscal Impact:

None.

**Coastside County Water District
BUDGET (CIP and O&M) PROCESS TIMELINE
Fiscal Year 2020-2021 and Fiscal Year 2021-2022**

Description	Date
Finance Committee – Introduction to Budget Process / Timeline Rate Study Update / Overview SB998	November 25, 2019
Present Budget Timeline for Board Review / Approve Rate Study	December 10, 2019 Regular Board Meeting
Staff Internal Budget Review – Distribute O&M Budget Worksheets	Week of December 16, 2019
Present any revisions to Budget Timeline / Process	January 14, 2020 Regular Board Meeting
Facilities Committee Meeting – Review Draft CIP Budget	January 15, 2020
Staff Internal Budget Review – Worksheets Due/Review CIP Budget	January 20, 2020
Finance Committee Meeting – Review Draft O&M Budget & CIP	January 29, 2020
Facilities Committee Meeting – Review Draft CIP Budget	February 4, 2020
Present “Draft” O&M Budget and CIP to Board of Directors at Board Meeting	February 11, 2020 Regular Board Meeting
Present “Draft” O&M Budget, CIP, and Financing Plan to Board of Directors at Board Meeting / Raftelis Workshop with Board	March 10, 2020 Regular Board Meeting
Customer Outreach – Website – Post Draft Budget and Finance Plan FY 2019	March 16 - 20 2020
Customer Outreach – E-Newsletter – Shared with Facebook and Twitter Message: Public Meeting Schedule for Budget –Links to Operations Budget and CIP	March 20 - 31 2020
Present “Draft” O&M Budgets for FY2020-2021 and FY2021-2022, CIP, and Financing Plan for work plan session with the Board Approve Notice of Public Hearing (Prop. 218)	April 14, 2020 Regular Board Meeting
Mail Notice of Rate Increase (Prop 218) – Minimum 45-Day Notice Before Public Hearing and post Notice on Bulletin Board	April 17, 2020

Present "Draft" O&M Budgets for FY 2020-2021 and FY 2021-2022, CIP, Financing Plan, and Cost of Service and Rate Study to Board of Directors at Board Meeting	May 12, 2020 Regular Board Meeting
Customer Outreach – E-Newsletter Message: Understanding Budget and Proposed Rate Increase	May 18 through May 22, 2020
Proposition 218 Notice Published in the Half Moon Bay Review	May 20 & May 27, 2020
Public Hearing - Approve O&M Budget and CIP – Approve Rate Adjustments for FY 2020-2021 and FY 2021-2022	June 9, 2020 – 7:00 p.m. Regular Board Meeting / Public Hearing
New Rates Effective	July 1, 2020

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: February 11, 2020

Report

Date: February 7, 2020

Subject: Draft Fiscal Year 2020-2021 Operations Budget and Draft Fiscal Year 2020/21 to 2029/30 Capital Improvement Program (CIP).

Recommendation:

No Board action required at this time.

Background:

Staff presents for the Board's review the attached Draft Fiscal Year 2020-2021 Operations Budget and Draft Fiscal Year 2020/21 to 2029/30 Capital Improvement Program (CIP). Staff will make a presentation reviewing budget details.

Note that this is the first introduction to the Board of the Draft Fiscal Year 2020-2021 Budget and the 10-year Capital Improvement Program. Over the next few months, Staff will be meeting with the Board to discuss the Budget in further detail. Please refer to the Budget Timeline for meeting dates. Staff met with the Finance Committee on January 29 and the Facilities Committee on February 4 to discuss the Draft Operations Budget and CIP.

These draft budgets will be used in our Water Financial Plan and Rate Update Study that is being prepared by the District's Rate Consultants, Raftelis Financial Consultants Inc. A Fiscal Year 2021-2022 Budget will also be prepared and shared with the Board at the March 10, 2020 Board Meeting. (The Draft Fiscal Year 2021-2022 Budget will primarily reflect inflationary increases from the Draft Fiscal Year 2020-2021 Budget.) Staff recommends that the Board approve two years of Operations Budgets (at the June 9, 2020 Board meeting) in anticipation of approving two years of rate increases.

Operations Budget

Attached is the Draft Fiscal Year 2020-2021 Operations Budget. A summary of the Operations Budget follows below:

STAFF REPORT**Agenda: February 11, 2020****Subject: Draft FY2020-2021 Operations Budget and 10 Year CIP Review****Page Two**

	FY 2020/21 Draft Budget	FY 2019/20 Approved Budget	\$ Change from Prior Budget	% Change from Prior Budget
REVENUE				
<i>Water Sales in Million Gallons</i>	590 MG	598 MG		
Water Revenue (1)	\$ 12,150,000	\$ 12,300,000	\$ (150,000)	-1.2%
Non-Operating Revenue	\$ 1,637,000	\$ 1,385,570	\$ 251,430	18.1%
Total Revenue	\$ 13,787,000	\$ 13,685,570	\$ 101,430	0.7%
OPERATING EXPENSES	\$ 8,971,298	\$ 8,630,824	\$ 340,475	3.9%
DEBT SERVICE	\$ 1,092,748	\$ 1,144,611	\$ (51,863)	-4.5%
CONTRIBUTION TO CIP AND RESERVES	\$ 3,722,953	\$ 3,910,135	\$ (187,182)	-5%
(1) FY 2020/21 Water Revenue does not include a rate increase - still to be determined Water sales reflect a reduction of 50% of usage from business closure of major customer				

Note that FY2021 Operations Budget assumes water sales at 590 MG, down from the 598 MG planned in the FY2020 Budget, and the current December 2019 running average of 606 MG. Water sales have been adjusted downward to reflect the loss of 50% of the water usage from a major agricultural customer that has closed its business. (The budget assumes 50% usage from a new tenant.) As the rate adjustment is still to be determined, no rate increase has been included in the Draft Budget.

Budget details and major variances will be presented at the Board Meeting.

Capital Improvement Program (CIP)

- \$43,960,000 total 10-year CIP (FY2021 dollars)
- \$25,630,000 total 5-year CIP (average of \$5,096,000 per year)

Below is a summary of the Draft CIP:

Coastside County Water District Draft FY20/21 to FY29/30 Capital Improvement Plan vs. FY18/19 to FY27/28 Plan (Approved June 2018)				
Category:	Draft 10 Yr CIP FY20/21 to FY29/30	June 2018 CIP FY18/19 to FY27/28	Budget Changes	
Equipment Purchase & Replacement	\$ 1,675,000	\$ 1,885,000	\$	(210,000)
Facilities and Maintenance	\$ 4,590,000	\$ 4,550,000	\$	40,000
Pipeline Projects	\$ 13,225,000	\$ 14,445,000	\$	(1,220,000)
Pipeline Projects Placeholder - Unscheduled CIP in out years	\$ 3,700,000	\$ 1,000,000	\$	2,700,000
Tanks/Pump Stations/Wells	\$ 9,465,000	\$ 6,690,000	\$	2,775,000
Water Supply Development	\$ 3,590,000	\$ 3,400,000	\$	190,000
Water Treatment Plants	\$ 7,715,000	\$ 990,000	\$	6,725,000
GRAND TOTAL	\$ 43,960,000	\$ 32,960,000	\$	11,000,000

STAFF REPORT

Agenda: February 11, 2020

Subject: Draft FY2020-2021 Operations Budget and 10 Year CIP Review

Page Three

District Staff (in conjunction with its outside engineering firms) have identified significant infrastructure projects given the aging Nunes Water Treatment Plant and tanks. Staff has recommended a preliminary design/basis of design report for the Nunes Treatment Plant as well as a feasibility study for district-wide tank rehabilitation/replacement in order to firm up the cost placeholders and schedules for our CIP.

The CIP is an ongoing work in progress and Staff will periodically meet with the Finance and Facilities Committee to provide updates and recommendations.

Please note that due to the volume of paper, the individual detailed sheets for the Operations Budget are not included in this agenda packet. The individual detailed sheets are available in electronic form on the District's website at www.coastsidewater.org or hard copies may be obtained at the District's office.

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YEAR 1 Operations & Maintenance Budget - FY 2020-2021

Account Number	Description	Proposed FY2020/21 Budget	Approved FY 2019/20 Budget	FY20/21 Budget Vs. FY 19/20 Budget \$ Change	FY20/21 Budget Vs. FY 19/20 Budget % % Change	Proj Year End FY19/20	FY 20/21 Budget Vs. FY 19/20 Projected Actual \$ Change	FY 20/21 Budget Vs. FY 19/20 Projected Actual Actual % % Change	YTD Actual FY 19/20 as of December 31, 2019
OPERATING REVENUE									
4120	Water Sales *	\$12,150,000	\$12,300,000	-\$150,000	-1.2%	\$12,300,000	-\$150,000	-1.2%	\$6,982,306
	Water Sales in MG	590 MG	598 MG						
Total Operating Revenue		\$12,150,000	\$12,300,000	-\$150,000	-1.2%	\$12,300,000	-\$150,000	-1.2%	\$6,982,306
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%	\$50,000	\$0	0.0%	\$37,328
4180	Late Penalty	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$0	0.0%	\$46,803
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	\$8,708
4920	Interest Earned	\$56,000	\$6,270	\$49,730	793.1%	\$90,000	-\$34,000	-37.8%	\$61,632
4930	Property Taxes	\$850,000	\$725,000	\$125,000	17.2%	\$850,000	\$0	0.0%	\$494,671
4950	Miscellaneous	\$7,000	\$25,000	-\$18,000	-72.0%	\$7,000	\$0	0.0%	\$1,951
4955	Cell Site Lease Income	\$179,000	\$171,300	\$7,700	4.5%	\$171,300	\$7,700	4.5%	\$91,418
4965	ERAF Refund	\$425,000	\$338,000	\$87,000	25.7%	\$450,000	-\$25,000	-5.6%	\$236,976
Total Non-Operating Revenue		\$1,637,000	\$1,385,570	\$251,430	18.1%	\$1,688,300	-\$51,300	-3.0%	\$979,487
TOTAL REVENUES		\$13,787,000	\$13,685,570	\$101,430	0.7%	\$13,988,300	-\$201,300	-1.4%	\$7,961,793
OPERATING EXPENSES									
5130	Water Purchased	\$1,956,224	\$1,771,945	\$184,279	10.4%	\$1,992,720	-\$36,496	-1.8%	\$1,192,697
5130A	BAWSCA Bond Surcharge	\$226,620	\$170,003	\$56,617	33.3%	\$107,280	\$119,340	111.2%	\$53,640
5230	Electrical Exp. Nunes WTP	\$47,500	\$45,259	\$2,241	5.0%	\$45,259	\$2,241	5.0%	\$20,021
5231	Electrical Expenses, CSP	\$275,000	\$357,305	-\$82,305	-23.0%	\$340,000	-\$65,000	-19.1%	\$200,281
5232	Electrical	\$23,000	\$28,584	-\$5,584	-19.5%	\$22,000	\$1,000	4.5%	\$8,373
5233	Elec Exp/Pilarcitos Cyn	\$43,000	\$42,000	\$1,000	2.4%	\$42,000	\$1,000	2.4%	\$8,836
5234	Electrical Exp., Denn	\$145,000	\$137,800	\$7,200	5.2%	\$137,800	\$7,200	5.2%	\$63,135
5242	CSP - Operation	\$16,200	\$11,128	\$5,072	45.6%	\$16,000	\$200	1.3%	\$9,648
5243	CSP - Maintenance	\$42,000	\$37,000	\$5,000	13.5%	\$37,000	\$5,000	13.5%	\$23,589
5246	Nunes WTP Oper	\$80,000	\$80,964	-\$964	-1.2%	\$80,964	-\$964	-1.2%	\$41,958
5247	Nunes WTP Maint	\$132,000	\$122,500	\$9,500	7.8%	\$115,250	\$16,750	14.5%	\$43,472
5248	Denn. WTP Oper.	\$49,000	\$49,000	\$0	0.0%	\$49,000	\$0	0.0%	\$25,562
5249	Denn WTP Maint	\$120,000	\$104,000	\$16,000	15.4%	\$155,000	-\$35,000	-22.6%	\$99,567
5250	Laboratory Expenses	\$75,000	\$75,000	\$0	0.0%	\$75,000	\$0	0.0%	\$28,385
5260	Maintenance Expenses	\$348,000	\$300,000	\$48,000	16.0%	\$340,000	\$8,000	2.4%	\$183,343
5261	Maintenance, Wells	\$20,000	\$40,000	-\$20,000	-50.0%	\$23,000	-\$3,000	-13.0%	\$40,359
5263	Uniforms	\$10,000	\$12,500	-\$2,500	-20.0%	\$12,500	-\$2,500	-20.0%	\$5,230
5318	Studies/Surveys/Consulting	\$140,000	\$160,000	-\$20,000	-12.5%	\$130,000	\$10,000	7.7%	\$26,601
5321	Water Resources	\$26,000	\$26,200	-\$200	-0.8%	\$26,000	\$0	0.0%	\$2,796
5322	Community Outreach	\$58,400	\$56,900	\$1,500	2.6%	\$56,900	\$1,500	2.6%	\$5,778
5381	Legal	\$100,000	\$100,000	\$0	0.0%	\$150,000	-\$50,000	-33.3%	\$49,977
5382	Engineering	\$66,000	\$62,000	\$4,000	6.5%	\$120,000	-\$54,000	-45.0%	\$87,321
5383	Financial Services	\$22,000	\$22,000	\$0	0.0%	\$22,000	\$0	0.0%	\$7,810
5384	Computer Services	\$211,500	\$167,600	\$43,900	26.2%	\$195,000	\$16,500	8.5%	\$85,173
5410	Salaries, Admin.	\$1,226,135	\$1,179,832	\$46,302	3.9%	\$1,050,000	\$176,135	16.8%	\$502,999

YEAR 1 Operations & Maintenance Budget - FY 2020-2021

Account Number	Description	Proposed FY2020/21 Budget	Approved FY 2019/20 Budget	FY20/21 Budget Vs. FY 19/20 Budget \$ Change	FY20/21 Budget Vs. FY 19/20 Budget % % Change	Proj Year End FY19/20	FY 20/21 Budget Vs. FY 19/20 Projected Actual \$ Change	FY 20/21 Budget Vs. FY 19/20 Projected Actual % % Change	YTD Actual FY 19/20 as of December 31, 2019
5411	Salaries - Field	\$1,510,350	\$1,461,020	\$49,330	3.4%	\$1,461,020	\$49,330	3.4%	\$709,605
5420	Payroll Taxes	\$192,290	\$183,582	\$8,708	4.7%	\$183,982	\$8,308	4.5%	\$88,917
5435	Employee Medical Insurance	\$487,559	\$481,419	\$6,140	1.3%	\$481,419	\$6,140	1.3%	\$230,982
5436	Retiree Medical Insurance	\$59,205	\$55,274	\$3,931	7.1%	\$55,274	\$3,931	7.1%	\$23,193
5440	Employee Retirement	\$481,216	\$619,321	-\$138,105	-22.3%	\$500,000	-\$18,784	-3.8%	\$226,021
5445	SIP 401a Plan	\$35,000	\$35,000	\$0	0.0%	\$35,000	\$0	0.0%	\$0
5510	Motor Vehicle Exp.	\$65,000	\$63,000	\$2,000	3.2%	\$90,000	-\$25,000	-27.8%	\$63,656
5620	Office & Facilities Expenses	\$158,500	\$156,219	\$2,281	1.5%	\$145,000	\$13,500	9.3%	\$76,579
5620A	Credit Card/bank Fees & Billing Expenses	\$155,000	\$107,000	\$48,000	44.9%	\$150,000	\$5,000	3.3%	\$65,000
5625	Meetings/Training/Seminars	\$33,000	\$27,000	\$6,000	22.2%	\$30,000	\$3,000	10.0%	\$13,255
5630	Insurance	\$159,000	\$137,000	\$22,000	16.1%	\$155,000	\$4,000	2.6%	\$81,069
5687	Memberships & Subscriptions	\$85,100	\$78,970	\$6,130	7.8%	\$82,000	\$3,100	3.8%	\$50,440
5688	Election Expense	\$25,000	\$0	\$25,000		\$0	\$25,000		\$0
5689	Labor Relations	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0
5700	County Fees	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$7,580
5705	State Fees	\$36,500	\$36,500	\$0	0.0%	\$36,500	\$0	0.0%	\$27,484
Total Operating Expenses		\$8,971,298	\$8,630,824	\$340,475	3.9%	\$8,775,868	\$195,430	2.2%	\$4,480,332
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$0	\$484,831	-\$484,831	-100.0%	\$0	\$0	#DIV/0!	\$0
5715	Existing Bond-CIEDB 11-099	\$335,825	\$335,977	-\$152	0.0%	\$335,977	-\$152	0.0%	\$266,638
5716	CIEDB 16-111	\$323,357	\$323,803	-\$446	-0.1%	\$323,803	-\$446		\$233,204
5717	Chase-2018 Loan	\$433,567		\$433,567		\$433,567	\$0		\$369,096
Total Capital Accounts		\$1,092,748	\$1,144,611	-\$51,863	-4.5%	\$1,093,347	-\$598	-0.1%	\$868,938
TOTAL REVENUE LESS TOTAL EXPENSE		\$3,722,953	\$3,910,135	-\$187,182	-4.8%	\$4,119,085	-\$396,132	-9.6%	\$2,612,523
5713	Cont. to CIP & Reserves	\$3,722,953							

% Budgeted Increase

0%

Project #	Project Name	Priority	# Connections Impacted	# leaks	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	Projected FY 20/21 to FY 29/30 Total
Equipment Purchase & Replacement															
06-03	SCADA/Telemetry/Electric Controls Replacement				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,000
15-04	Vactor Truck/Trailer									\$ 500,000					\$ 500,000
19-04	Valve truck				\$ 225,000										\$ 225,000
20-04	Asset Management/GIS Software/Planning Software				\$ 130,000										\$ 130,000
99-02	Vehicle Fleet Replacement						\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 320,000
	Equipment Purchase & Replacement Totals				\$ 405,000	\$ 50,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 590,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 1,675,000
Facilities & Maintenance															
08-08	PRV Valves Replacement Project	2			\$ 30,000										\$ 30,000
09-09	Fire Hydrant Replacement	2				\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 1,260,000
15-03	District Administration/Operations Center	4									\$ 3,000,000				\$ 3,000,000
17-15	Pilarcitos Canyon Emergency Road Repairs	3				\$ 100,000									\$ 100,000
99-01	Meter Change Program	2			\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000
	Facilities and Maintenance Totals				\$ 50,000	\$ 260,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 3,160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 4,590,000
Pipeline Projects															
13-02	Replace 8 Inch Pipeline Under Creek at Pilarcitos Ave (Strawflower)	1	3000	0	\$ 750,000										\$ 750,000
14-01	Highway 92 - Replace Welded Steel Line	1	40 + highway traffic	8	\$ 250,000					\$ 2,000,000	\$ 1,000,000				\$ 3,250,000
14-27	Grandview 2 Inch Replacement	2	60	16	\$ 1,650,000										\$ 1,650,000
14-29	Replace 2 Inch GS Purissima Way	2	5	2			\$ 125,000								\$ 125,000
14-33	Miramar Cast Iron Pipeline Replacement	3	400	12					\$ 50,000		\$ 1,000,000	\$ 1,500,000			\$ 2,550,000
16-09	Slipline 10 Inch Pipeline in Magellan at Hwy 1/Miramar Deadends	3	300	n/a							\$ 450,000				\$ 450,000
18-01	Pine Willow Oak Pipeline Replacement	2	250	13						\$ 2,300,000					\$ 2,300,000
20-08	Highway 1 (Silver/Terrace/Grandview/Spindrif) -Replacement of Highway 1 crossings (using jack and bore)	3	?	0	\$ 200,000								\$ 1,800,000		\$ 2,000,000
21-01	Redondo Beach Loop to St Andrews Road	3	50 (dead end)	n/a								\$ 150,000			\$ 150,000
NN-00	Unscheduled CIP				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 3,700,000
	Pipeline Projects Totals				\$ 2,950,000	\$ 100,000	\$ 225,000	\$ 100,000	\$ 150,000	\$ 4,400,000	\$ 2,550,000	\$ 2,650,000	\$ 2,800,000	\$ 1,000,000	\$ 16,925,000
Pump Stations/Tanks/Wells															
21-07	Half Moon Bay Tanks #2/#3 Replacement/Rehabilitation	1			\$ 400,000			\$ 4,000,000							\$ 4,400,000
08-14	Alves Tank Rehabilitation/Replacement	2							\$ 2,000,000						\$ 2,000,000

Project #	Project Name	Priority	# Connections Impacted	# leaks	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY26/27	FY27/28	FY28/29	FY 29/30	Projected FY 20/21 to FY 29/30 Total
19-01	EG#1 Tank Demolition/New Pump Station	2			\$ 500,000										\$ 500,000
14-33	Miramar Tank - Chime and Tank Rehab	1			\$ 75,000		\$ 1,600,000								\$ 1,675,000
08-16	Cahill Tank Roof Rehabilitation	1				\$ 50,000									\$ 50,000
20-16	Denniston Tank Roof Rehabilitation	1				\$ 50,000									\$ 50,000
09-18	Pilarcitos Well Field Improvements (well #1)	2					\$ 250,000								\$ 250,000
16-08	Denniston Well Field Improvements	3								\$ 150,000					\$ 150,000
21-02	Pilarcitos Reservoir Spillway - Pump/Emergency Generator	1			\$ 100,000										\$ 100,000
20-01	CSP Pump #1 Replacement	3										\$ 100,000			\$ 100,000
	CSP Pump #3 Replacement	3										\$ 80,000			\$ 80,000
19-05	Tanks - THM Control				\$ 60,000	\$ 50,000									\$ 110,000
	Pump Stations/Tanks/Wells Totals				\$ 1,135,000	\$ 150,000	\$ 1,850,000	\$ 4,000,000	\$ 2,000,000	\$ 150,000	\$ -	\$ 180,000	\$ -	\$ -	\$ 9,465,000
Water Supply Development															
12-12	San Vicente Diversion and Pipeline	1			\$ 250,000	\$ 120,000	\$ 120,000	\$ 1,000,000	\$ 1,000,000						\$ 2,490,000
13-04	Denniston Reservoir Restoration	1							\$ 1,000,000						\$ 1,000,000
17-12	Recycled Water Project Development	3			\$ 100,000										\$ 100,000
	Water Supply Development Totals				\$ 350,000	\$ 120,000	\$ 120,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,590,000
Water Treatment Plants															
20-14	Nunes Treatment Plant Improvements (Filter Upgrade; Air Scour, Clear Well Rehab, Sed Basin Redundancy and Rehab)	1			\$ 500,000	\$ 4,000,000	\$ 3,000,000								\$ 7,500,000
18-11	Nunes Bulk Caustic Tank	4					\$ 40,000								\$ 40,000
21-04	Nunes/Denniston Turbidimeter Replacement	1			\$ 75,000										\$ 75,000
21-06	Nunes - Effluent Meter	2				\$ 100,000									\$ 100,000
	Water Treatment Plants Totals				\$ 575,000	\$ 4,100,000	\$ 3,040,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 7,715,000
GRAND TOTAL					\$ 5,465,000	\$ 4,780,000	\$ 5,485,000	\$ 5,350,000	\$ 4,400,000	\$ 5,300,000	\$ 5,800,000	\$ 3,080,000	\$ 3,050,000	\$ 1,250,000	\$ 43,960,000

5 years \$ 25,480,000
5 year average \$ 5,096,000

YEAR 1 Operations & Maintenance Budget - FY 2020-2021

Account Number	Description	Proposed FY2020/21 Budget	Approved FY 2019/20 Budget	FY20/21 Budget Vs. FY 19/20 Budget \$ Change	FY20/21 Budget Vs. FY 19/20 Budget % % Change	Proj Year End FY19/20	FY 20/21 Budget Vs. FY 19/20 Projected Actual \$ Change	FY 20/21 Budget Vs. FY 19/20 Projected Actual % % Change	YTD Actual FY 19/20 as of December 31, 2019
OPERATING REVENUE									
4120	Water Sales *	\$12,150,000	\$12,300,000	-\$150,000	-1.2%	\$12,300,000	-\$150,000	-1.2%	\$6,982,306
	Water Sales in MG	590 MG	598 MG						
Total Operating Revenue		\$12,150,000	\$12,300,000	-\$150,000	-1.2%	\$12,300,000	-\$150,000	-1.2%	\$6,982,306
NON-OPERATING REVENUE									
4170	Hydrant Sales	\$50,000	\$50,000	\$0	0.0%	\$50,000	\$0	0.0%	\$37,328
4180	Late Penalty	\$60,000	\$60,000	\$0	0.0%	\$60,000	\$0	0.0%	\$46,803
4230	Service Connections	\$10,000	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	\$8,708
4920	Interest Earned	\$56,000	\$6,270	\$49,730	793.1%	\$90,000	-\$34,000	-37.8%	\$61,632
4930	Property Taxes	\$850,000	\$725,000	\$125,000	17.2%	\$850,000	\$0	0.0%	\$494,671
4950	Miscellaneous	\$7,000	\$25,000	-\$18,000	-72.0%	\$7,000	\$0	0.0%	\$1,951
4955	Cell Site Lease Income	\$179,000	\$171,300	\$7,700	4.5%	\$171,300	\$7,700	4.5%	\$91,418
4965	ERAF Refund	\$425,000	\$338,000	\$87,000	25.7%	\$450,000	-\$25,000	-5.6%	\$236,976
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TOTAL REVENUES		\$13,787,000	\$13,685,570	\$101,430	0.7%	\$13,988,300	-\$201,300	-1.4%	\$7,961,793
OPERATING EXPENSES									
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5233	Elec Exp/Pilarcitos Cyn	\$43,000	\$42,000	\$1,000	2.4%	\$42,000	\$1,000	2.4%	\$8,836
5234	Electrical Exp., Denn	\$145,000	\$137,800	\$7,200	5.2%	\$137,800	\$7,200	5.2%	\$63,135
5242	CSP - Operation	\$16,200	\$11,128	\$5,072	45.6%	\$16,000	\$200	1.3%	\$9,648
5243	CSP - Maintenance	\$42,000	\$37,000	\$5,000	13.5%	\$37,000	\$5,000	13.5%	\$23,589
5246	Nunes WTP Oper	\$80,000	\$80,964	-\$964	-1.2%	\$80,964	-\$964	-1.2%	\$41,958
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5248	Denn. WTP Oper.	\$49,000	\$49,000	\$0	0.0%	\$49,000	\$0	0.0%	\$25,562
5249	Denn WTP Maint	\$120,000	\$104,000	\$16,000	15.4%	\$155,000	-\$35,000	-22.6%	\$99,567
5250	Laboratory Expenses	\$75,000	\$75,000	\$0	0.0%	\$75,000	\$0	0.0%	\$28,385
5260	Maintenance Expenses	\$348,000	\$300,000	\$48,000	16.0%	\$340,000	\$8,000	2.4%	\$183,343
5261	Maintenance, Wells	\$20,000	\$40,000	-\$20,000	-50.0%	\$23,000	-\$3,000	-13.0%	\$40,359
5263	Uniforms	\$10,000	\$12,500	-\$2,500	-20.0%	\$12,500	-\$2,500	-20.0%	\$5,230
5318	Studies/Surveys/Consulting	\$140,000	\$160,000	-\$20,000	-12.5%	\$130,000	\$10,000	7.7%	\$26,601
5321	Water Resources	\$26,000	\$26,200	-\$200	-0.8%	\$26,000	\$0	0.0%	\$2,796
5322	Community Outreach	\$58,400	\$56,900	\$1,500	2.6%	\$56,900	\$1,500	2.6%	\$5,778
5381	Legal	\$100,000	\$100,000	\$0	0.0%	\$150,000	-\$50,000	-33.3%	\$49,977
5382	Engineering	\$66,000	\$62,000	\$4,000	6.5%	\$120,000	-\$54,000	-45.0%	\$87,321
5383	Financial Services	\$22,000	\$22,000	\$0	0.0%	\$22,000	\$0	0.0%	\$7,810
5384	Computer Services	\$211,500	\$167,600	\$43,900	26.2%	\$195,000	\$16,500	8.5%	\$85,173
5410	Salaries, Admin.	\$1,226,135	\$1,179,832	\$46,302	3.9%	\$1,050,000	\$176,135	16.8%	\$502,999

YEAR 1 Operations & Maintenance Budget - FY 2020-2021

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5411	Salaries - Field	\$1,510,350	\$1,461,020	\$49,330	3.4%	\$1,461,020	\$49,330	3.4%	\$709,605
5420	Payroll Taxes	\$192,290	\$183,582	\$8,708	4.7%	\$183,982	\$8,308	4.5%	\$88,917
5435	Employee Medical Insurance	\$487,559	\$481,419	\$6,140	1.3%	\$481,419	\$6,140	1.3%	\$230,982
5436	Retiree Medical Insurance	\$59,205	\$55,274	\$3,931	7.1%	\$55,274	\$3,931	7.1%	\$23,193
5440	Employee Retirement	\$481,216	\$619,321	-\$138,105	-22.3%	\$500,000	-\$18,784	-3.8%	\$226,021
5445	SIP 401a Plan	\$35,000	\$35,000	\$0	0.0%	\$35,000	\$0	0.0%	\$0
5510	Motor Vehicle Exp.	\$65,000	\$63,000	\$2,000	3.2%	\$90,000	-\$25,000	-27.8%	\$63,656
5620	Office & Facilities Expenses	\$158,500	\$156,219	\$2,281	1.5%	\$145,000	\$13,500	9.3%	\$76,579
5620A	Credit Card/bank Fees & Billing Expenses	\$155,000	\$107,000	\$48,000	44.9%	\$150,000	\$5,000	3.3%	\$65,000
5625	Meetings/Training/Seminars	\$33,000	\$27,000	\$6,000	22.2%	\$30,000	\$3,000	10.0%	\$13,255
5630	Insurance	\$159,000	\$137,000	\$22,000	16.1%	\$155,000	\$4,000	2.6%	\$81,069
5687	Memberships & Subscriptions	\$85,100	\$78,970	\$6,130	7.8%	\$82,000	\$3,100	3.8%	\$50,440
5688	Election Expense	\$25,000	\$0	\$25,000		\$0	\$25,000		\$0
5689	Labor Relations	\$6,000	\$6,000	\$0	0.0%	\$6,000	\$0	0.0%	\$0
5700	County Fees	\$24,000	\$24,000	\$0	0.0%	\$24,000	\$0	0.0%	\$7,580
5705	State Fees	\$36,500	\$36,500	\$0	0.0%	\$36,500	\$0	0.0%	\$27,484
Total Operating Expenses		\$8,971,298	\$8,630,824	\$340,475	3.9%	\$8,775,868	\$195,430	2.2%	\$4,480,332
CAPITAL ACCOUNTS									
5712	Existing Bonds - 2006B	\$0	\$484,831	-\$484,831	-100.0%	\$0	\$0	#DIV/0!	\$0
5715	Existing Bond-CIEDB 11-099	\$335,825	\$335,977	-\$152	0.0%	\$335,977	-\$152	0.0%	\$266,638
5716	CIEDB 16-111	\$323,357	\$323,803	-\$446	-0.1%	\$323,803	-\$446		\$233,204
5717	Chase-2018 Loan	\$433,567		\$433,567		\$433,567	\$0		\$369,096
Total Capital Accounts		\$1,092,748	\$1,144,611	-\$51,863	-4.5%	\$1,093,347	-\$598	-0.1%	\$868,938
TOTAL REVENUE LESS TOTAL EXPENSE		\$3,722,953	\$3,910,135	-\$187,182	-4.8%	\$4,119,085	-\$396,132	-9.6%	\$2,612,523
5713	Cont. to CIP & Reserves	\$3,722,953							

% Budgeted Increase

0%

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4120 Description: Water Sales	
Actual Amount As Of: 31-Dec 2019	6,982,306
PROJECTED ACTIVITY to END of FY:	5,317,694
Projected YEAR END TOTAL:	12,300,000
PROPOSED Line Item Amount:	\$12,150,000 *

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	\$12,300,000
% Change Actual Year End compared to Proposed Line item amount.	(1.2%)
% Change to Previous Year Budget	(1.2%)
Dollar difference between proposed budget & current budget	-150,000

NARRATIVE:

Budget at 590 MG per year

Bay City Flowers closed its doors in November 2019 - and represented 27 MG of business.
 With Bay City Flowers, as of 12.2019, run rate was 606MG. As of 1.2020, Bay City has a tenant for a section of the property - so budget reflects a 50% drop off of revenue for the Bay City address.

FY/2019 sales	11,744,000	600MG
Recalculated at 590 MG	11,548,267	
with FY2020 price adj	12,010,197	

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>		<u>Amount</u>
Acct. No.	4180	Description: Late Penalty
Actual Amount As Of:	31-Dec 2019	46,803
PROJECTED ACTIVITY to END of FY:		13,197
Projected YEAR END TOTAL:		60,000
PROPOSED Line Item Amount:		60,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	60,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	100.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>		<u>Amount</u>
Acct. No.	4230	Description: Service Connections
Actual Amount As Of:	31-Dec 2019	8,708
PROJECTED ACTIVITY to END of FY:		1,292
Projected YEAR END TOTAL:		10,000
PROPOSED Line Item Amount:		10,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	10,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

The amounts in the account show the labor cost charged to a customer for the installation of a new water service connection. The costs vary with each new installation depending upon the size of the service and how far it is from the distribution pipeline under the street. Cost of materials are not included in this category.

Labor	\$10,000
TOTAL	\$10,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4920 Description: Interest Earned	
Actual Amount As Of: 31-Dec 2019	61,632
PROJECTED ACTIVITY to END of FY:	28,368
Projected YEAR END TOTAL:	90,000
PROPOSED Line Item Amount:	\$ 56,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	6,270
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	(37.8%)
% Change to Previous Year Budget	793.1%
Dollar difference between proposed budget & current budget	49,730

NARRATIVE:

Interest income is derived from cash on deposit with LAIF.

Cash on Deposit	Balance							
	3,500,000	0	3,500,000	x	1.60%	=	\$ 56,000	

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2017/2018**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4930 Description: Property Taxes	
Actual Amount As Of: 31-Dec 2019	494,671
PROJECTED ACTIVITY to END of FY:	355,329
Projected YEAR END TOTAL:	850,000
PROPOSED Line Item Amount:	850,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	725,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	17.2%
Dollar difference between proposed budget & current budget	125,000

NARRATIVE:

Projected CCWD portion of unsecured/secured Property Tax	\$850,000
TOTAL	<u><u>\$850,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>			<u>Amount</u>
Acct. No.	4950	Description:	Miscellaneous
Actual Amount As Of:	31-Dec	2019	1,951
PROJECTED ACTIVITY to END of FY:			5,049
Projected YEAR END TOTAL:			7,000
PROPOSED Line Item Amount:			7,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	25,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	(72.0%)
Dollar difference between proposed budget & current budget	-18,000

NARRATIVE:

Revenue from disposal of excess equipment, vehicles and reimbursement of expense line items, in addition to the identified sources, are entered into the Miscellaneous Sales account line item, such as: returned check fees, re-connect fees, copies of documents, reimbursement of repairs., etc...)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4955 Description: Cell Site Lease Income	
Actual Amount As Of: 31-Dec 2019	91,417
PROJECTED ACTIVITY to END of FY:	79,883
Projected YEAR END TOTAL:	171,300
PROPOSED Line Item Amount:	179,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	171,300
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	4.5%
% Change to Previous Year Budget	4.5%
Dollar difference between proposed budget & current budget	7,700

NARRATIVE:

Revenue from Cell Site Leasing - added 4% inflationary increase

<u>Sub-Account</u>	<u>FY20/21</u>	<u>FY21/22</u>
Crown Castle 147386	\$ 33,396	\$ 34,732
Crown Castle 150104	\$ 33,396	\$ 34,732
T Mobile (SF71943)	\$ 36,624	\$ 38,089
T Mobile (SF71842)	\$ 43,860	\$ 45,614
Verizon (Nunes WTP)	\$ 31,488	\$ 32,748
	<hr/>	
	178,764	\$ 185,915
	<hr/>	

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 4965 Description: ERAF Refund	
Actual Amount As Of: 31-Dec 2019	236,976
PROJECTED ACTIVITY to END of FY:	188,024
Projected YEAR END TOTAL:	425,000
PROPOSED Line Item Amount:	425,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	338,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	25.7%
Dollar difference between proposed budget & current budget	87,000

NARRATIVE:

Educational Revenue Augmentation Fund (ERAF). ERAF was established in 1992 to redirect property tax revenues from cities, counties and special districts to public education programs. Once the school districts & programs are paid the maximum allowable under law, the law requires the excess to be refunded to the local taxing jurisdiction that contributed to ERAF.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5130 Description: Water Purchased	
Actual Amount As Of: 31-Dec 2019	1,246,337
PROJECTED ACTIVITY to END of FY:	853,663
Projected YEAR END TOTAL:	2,100,000
PROPOSED Line Item Amount:	2,182,844

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,941,948
% Change Actual Year End compared to Proposed Line item amount.	3.9%
% Change to Previous Year Budget	12.4%
Dollar difference between proposed budget & current budget	240,896

NARRATIVE:

See worksheet 5130 A

The information on this sheet relates directly to Account 4120, water sales. (Water Sales = 596 MG)

- San Francisco Wholesale rates: FY2019 Cost per hcf \$3.71 (\$4.10 less \$.39 treated water discount)
FY2021 and FY2022 assumes a 0% increase
- BAWSCA Bond Surcharge (\$226,620 - up from \$107,280 in FY2019/20. Change is due to prior year true up.)
- SFPUC Base Charge (\$6,782 per month - no increase over prior years)

Budget includes 1% increase in water sales/production over FY2019 levels.

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

Coastside County Water District - FY2020-21 Budget
Production

In Million Gallons	CCWD Sources									SFPUC Sources						TOTAL SFPUC SOURCES			TOTAL PRODUCTION		
	DENNISTON WELLS			DENNISTON RESERVOIR			PILARCITOS WELLS			PILARCITOS LAKE			CRYSTAL SPRINGS RESERVOIR								
	FY2019 Actual	FY2020	FY2021	FY2019 Actual	FY2020	FY2021	FY2019 Actual	FY2020	FY2021	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021	FY2019	FY2020	FY2021
JUL	2.36	1.61	2.00	13.98	28.25	15.00	0.00	0.00	0.00	37.74	22.27	45.00	30.90	20.58	20.00	68.64	42.85	65.00	84.98	72.71	82.00
AUG	0.62	1.44	2.00	3.36	22.18	20.00	0.00	0.00	0.00	27.20	20.20	40.00	36.80	26.36	5.00	64.00	46.56	45.00	67.98	70.18	67.00
SEPT	0.00	1.43	2.00	0.00	19.67	20.00	0.00	0.00	0.00	30.48	19.19	40.00	39.24	30.98	5.00	69.72	50.17	45.00	69.72	71.27	67.00
OCT	0.00	0.27	1.00	0.00	5.45	5.00	0.00	0.00	0.00	22.98	9.91	44.00	37.51	48.70	10.00	60.49	58.61	54.00	60.49	64.33	60.00
NOV	0.00	0.17	0.00	0.00	19.16	15.00	5.78	8.61	6.00	0.00	0.00	27.00	44.10	29.39	0.00	44.10	29.39	27.00	49.88	57.33	48.00
DEC	1.31	0.02	0.00	11.50	18.87	10.00	14.35	13.91	15.00	7.12	0.00	10.00	2.78	4.10	0.00	9.90	4.10	10.00	37.06	36.90	35.00
JAN	1.97	0.00	1.00	16.07	18.92	10.00	15.84	14.65	15.00	5.30	0.00	17.00	5.57	1.79	0.00	10.87	1.79	17.00	44.75	35.36	43.00
FEB	0.00		0.00	7.73		5.00	16.1		15.00	8.89		12.00	0.10		0.00	8.99		12.00	32.82		32.00
MAR	0.15		0.00	6.77		10.00	22.27		15.00	12.27		15.00	0.09		0.00	12.36		15.00	41.55		40.00
APR	0.14		0.00	33.31		25.00	0.00		0.00	14.02		15.00	2.83		10.00	16.85		25.00	50.30		50.00
MAY	0.00		1.00	32.51		25.00	0.00		0.00	13.26		25.00	5.35		0.00	18.61		25.00	51.12		51.00
JUN	1.31		1.00	35.61		23.00	0.00		0.00	19.50		38.00	5.77		0.00	25.27		38.00	62.19		62.00
TOTAL	7.86	4.94	10.00	160.84	132.50	183.00	74.34	37.17	66.00	198.76	71.57	328.00	211.04	161.90	50.00	409.79	233.47	378.00	652.83	408.08	637.00
% TOTAL	1.2%		1.6%	24.6%		28.7%	11.4%		10.4%	30.4%		51.5%	32.3%		7.8%	62.8%		59.3%	100.0%		100.0%

Water Sales	600	590
Water Loss	8%	7%

In CCF																TOTAL SFPUC SOURCES			Volume Charge SFPUC \$/ccf	Total volume + Base Charge
	FY2019		FY2021		FY2021		FY2021		FY2021		FY2021									
JUL																91,765	86,898	\$ 322,393	\$ 348,060	
AUG																85,561	60,160	\$ 223,195	\$ 248,862	
SEPT																93,209	60,160	\$ 223,195	\$ 248,862	
OCT																80,869	72,193	\$ 267,834	\$ 293,501	
NOV																58,957	36,096	\$ 133,917	\$ 159,584	
DEC																13,235	13,369	\$ 49,599	\$ 75,266	
JAN																14,528	22,727	\$ 84,318	\$ 109,985	
FEB																12,019	16,043	\$ 59,519	\$ 85,186	
MAR																16,519	20,053	\$ 74,398	\$ 100,065	
APR																22,527	33,422	\$ 123,997	\$ 149,664	
MAY																24,880	33,422	\$ 123,997	\$ 149,664	
JUN																33,783	50,802	\$ 188,476	\$ 214,143	
TOTAL																547,851	505,348	\$ 1,874,840	\$ 2,182,844	
% TOTAL																0.0%		0.0%		

Does not assume an SFPUC rate increase for FY2020/21
 Budget - Price per ccf 2020/21 \$ 4.10
 Treatment -0.39
\$ 3.71 per unit

SFPUC Base Charge \$ 6,782.00 per month
 BAWSCA Bond Surcharge = \$ 18,885.00 per month

Reflects 9K/month increase in the BAWSCA Bond Surcharge from FY2019/20

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5230 Description: Electrical Exp. Nunes WTP	
Actual Amount As Of: 31-Dec 2019	20,021
PROJECTED ACTIVITY to END of FY:	25,238
Projected YEAR END TOTAL:	45,259
PROPOSED Line Item Amount:	47,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	45,259
% Change Actual Year End compared to Proposed Line item amount.	5.0%
% Change to Previous Year Budget	5.0%
Dollar difference between proposed budget & current budget	2,241

NARRATIVE:

The costs shown for this line item are for electrical costs for operating the water treatment plant.

	FY 20/21	FY 21/22
PG&E	\$47,500	\$50,000

(assumes 5% rate increase)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5231 Description: Electrical Expenses, CSP	
Actual Amount As Of: 31-Dec 2019	200,281
PROJECTED ACTIVITY to END of FY:	139,719
Projected YEAR END TOTAL:	340,000
PROPOSED Line Item Amount:	275,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	357,305
% Change Actual Year End compared to Proposed Line item amount.	(19.1%)
% Change to Previous Year Budget	(23.0%)
Dollar difference between proposed budget & current budget	-82,305

NARRATIVE:

Assumes 5% PG&E increase.

Reflects reduction in CSP use - given the Stone Dam pipeline replacement that occurred in FY2019/2020

FY 20/21

FY 21/22

PG&E

(assumes 5% rate increase)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5232	Description: Electrical Expenses/Trans. & Dist.
Actual Amount As Of:	31-Dec 2019	8,373
PROJECTED ACTIVITY to END of FY:		13,627
Projected YEAR END TOTAL:		22,000
PROPOSED Line Item Amount:		23,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	28,584
% Change Actual Year End compared to Proposed Line item amount.	4.5%
% Change to Previous Year Budget	(19.5%)
Dollar difference between proposed budget & current budget	-5,584

NARRATIVE:

	FY 20/21	FY 21/22
Granada #1	\$6,000	\$6,300
Granada #2	\$4,000	\$4,200
Granada #3	\$4,000	\$4,200
Alves Pump Station	\$8,000	\$8,400
Miramontes Tank	\$1,000	\$1,100
TOTAL	\$23,000	\$24,200

Assumes 5% rate increase.

FY2020/2021 budget has been adjusted to reflect recent historical use

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
TRUE**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5233 Description: Elec Exp/Pilarcitos Cyn	
Actual Amount As Of: 31-Dec 2019	8,836
PROJECTED ACTIVITY to END of FY:	33,164
Projected YEAR END TOTAL:	42,000
PROPOSED Line Item Amount:	43,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	42,000
% Change Actual Year End compared to Proposed Line item amount.	2.4%
% Change to Previous Year Budget	2.4%
Dollar difference between proposed budget & current budget	1,000

NARRATIVE:

Assumes that we will focus on well production more so than in the past. Assumes a 5% rate increase.

		FY 20/21		FY 21/22
Well #1	\$ 7,000		Well #4	\$ 3,000 \$ 3,200
Well #3	\$ 2,000		Well #4A	\$ 11,000 \$ 11,600
Well #3A	\$ 11,000		Well #5	\$ 7,000 \$ 7,400
Carter Hill	\$ 1,000		Telemetry	\$ 1,000 \$ 1,100
TOTAL			Total	\$ 43,000 \$ 23,300

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5234 Description: Electrical Exp., Denn	
Actual Amount As Of: 31-Dec 2019	63,135
PROJECTED ACTIVITY to END of FY:	74,665
Projected YEAR END TOTAL:	137,800
PROPOSED Line Item Amount:	145,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	137,800
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	5.2%
% Change to Previous Year Budget	5.2%
Dollar difference between proposed budget & current budget	7,200

NARRATIVE:

Reflects increased electrical costs due to new booster pump station being on line and higher WTP electricity to increase production levels from the plant.
Includes 5% rate increase from PG&E.

	FY 20/21	FY 21/22
Denn Pump Station/Booster Station	\$112,000	\$117,600
Denniston Wells	\$8,000	\$8,400
Denn WTP	\$25,000	\$26,300
 TOTAL	<hr/> <hr/>	<hr/> <hr/>
	\$145,000	\$152,300

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5242	Description: CSP - Operation
Actual Amount As Of:	31-Dec 2019	9,648
PROJECTED ACTIVITY to END of FY:		6,352
Projected YEAR END TOTAL:		16,000
PROPOSED Line Item Amount:		16,200

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	11,128
% Change Actual Year End compared to Proposed Line item amount.	1.3%
% Change to Previous Year Budget	45.6%
Dollar difference between proposed budget & current budget	5,072

NARRATIVE:	FY 20/21	FY 21/22
Telephone & Telemetry/IT	\$14,500	\$15,000
Alarm Co. (Bay Alarm)	\$1,700	\$2,000
TOTAL	<u>\$16,200</u>	<u>\$17,000</u>

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5246 Description: Nunes WTP Oper	
Actual Amount As Of: 31-Dec 2019	41,957
PROJECTED ACTIVITY to END of FY:	39,007
Projected YEAR END TOTAL:	80,964
PROPOSED Line Item Amount:	80,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	80,964
% Change Actual Year End compared to Proposed Line item amount.	(1.2%)
% Change to Previous Year Budget	(1.2%)
Dollar difference between proposed budget & current budget	-964

NARRATIVE:

Telephone/DSL	\$12,500	Chemicals	
Alarm System	<u>\$4,500</u>	Caustic	\$23,000
Sub total	<u>\$17,000</u>	Alum	\$28,500
		Salt	\$9,000
		Other	\$2,500
		Sub Total	\$63,000
		FY20/21	<u>\$80,000</u>
		FY21/22	<u>\$84,000</u>

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5247 Description: Nunes WTP Maint	
Actual Amount As Of: 31-Dec 2019	43,472
PROJECTED ACTIVITY to END of FY:	79,028
Projected YEAR END TOTAL:	122,500
PROPOSED Line Item Amount:	132,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	122,500
% Change Actual Year End compared to Proposed Line item amount.	7.8%
% Change to Previous Year Budget	7.8%
Dollar difference between proposed budget & current budget	9,500

NARRATIVE:

	FY 20/21	FY 21/22
Hach Service & Certification	\$7,000	\$ 7,400
Generator Service Contract	\$3,000	\$ 3,100
Sludge Removal	\$10,000	\$ 10,400
Electrical	\$7,000	\$ 7,400
Instrumentation/Controls	\$20,000	\$ 20,800
Tools	\$8,000	\$ 8,400
Motor & Pump Replacement	\$5,000	\$ 5,200
Filter Surveillance	\$10,000	\$ 11,000
Filter Rehab/Media	\$0	\$ -
Pump Service	\$8,000	\$ 8,300
Paving Repairs	\$20,000	\$ 21,000
Trees / Landscape	\$24,000	\$ 25,000
Misc. Expenses / Office Supplies	\$10,000	\$ 11,000
	<u>\$132,000</u>	<u>\$ 139,000</u>

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5248 Description: Denn. WTP Oper.	
Actual Amount As Of: 31-Dec 2019	25,562
PROJECTED ACTIVITY to END of FY:	23,438
Projected YEAR END TOTAL:	49,000
PROPOSED Line Item Amount:	49,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	49,000
<hr/>	
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

ADMIN

Telephone/DSL
Alarm System

\$5,500
\$2,500

CHEMICALS

Caustic \$12,500
917 \$13,500
Salt \$6,500
Other \$8,500

FY20/21	<u><u>\$49,000</u></u>
FY21/22	<u><u>\$51,000</u></u>

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5243 Description: CSP - Maintenance	
Actual Amount As Of: 31-Dec 2019	23,589
PROJECTED ACTIVITY to END of FY:	13,411
Projected YEAR END TOTAL:	37,000
PROPOSED Line Item Amount:	42,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	37,000
% Change Actual Year End compared to Proposed Line item amount.	13.5%
% Change to Previous Year Budget	13.5%
Dollar difference between proposed budget & current budget	5,000

NARRATIVE:

	FY 20/21	FY 21/22
Electrical Testing (ETI)	\$ 7,500	\$ 8,000
Electrical Repair	\$ 6,000	\$ 6,100
Misc. Equipment & Repair	\$ 9,000	\$ 9,000
Telemetry & Alarms	\$ 4,500	\$ 5,000
Pump Maintenance	\$ 15,000	\$ 16,000
	<u>\$42,000</u>	<u>\$44,100</u>

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5249 Description: Denn WTP Maint	
Actual Amount As Of: 31-Dec 2019	99,567
PROJECTED ACTIVITY to END of FY:	55,433
Projected YEAR END TOTAL:	155,000

PROPOSED Line Item Amount:	120,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	104,000
% Change Actual Year End compared to Proposed Line item amount.	(22.6%)
% Change to Previous Year Budget	15.4%
Dollar difference between proposed budget & current budget	16,000

NARRATIVE:

FY2020/21 reflects increased flows from Denniston vs. other sources.

	FY 20/21	FY 21/22
Misc Expenses/Office Supplies	\$ 5,000	\$ 5,000
Misc. Plumbing & Parts	\$ 16,000	\$ 16,000
Sludge Removal	\$ 6,500	\$ 7,000
Filter Surveillance	\$ 10,000	\$ 11,000
Treework	\$ 15,000	\$ 16,000
Inst. Controls	\$ 25,000	\$ 26,000
Dredging	\$ 36,500	\$ 38,000
		\$ -
Hach Service	\$ 3,000	\$ 3,000
Other	\$ 3,000	\$ 3,000
TOTAL	\$ 120,000	\$ 125,000

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5250 Description: Laboratory Expenses	
Actual Amount As Of: 31-Dec 2019	28,385
PROJECTED ACTIVITY to END of FY:	46,615
Projected YEAR END TOTAL:	75,000
PROPOSED Line Item Amount:	75,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	75,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Laboratory Costs associated with water sampling throughout distribution system, source waters and Treatment Plants.

Laboratory Costs associated with water sampling throughout distribution system, source waters and Treatment Plants.

FY20/21	\$ 75,000
FY21/22	\$ 79,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5260 Description: Maintenance Expenses	
Actual Amount As Of: 31-Dec 2019	183,343
PROJECTED ACTIVITY to END of FY:	156,657
Projected YEAR END TOTAL:	340,000
PROPOSED Line Item Amount:	348,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	300,000
% Change Actual Year End compared to Proposed Line item amount.	2.4%
% Change to Previous Year Budget	16.0%
Dollar difference between proposed budget & current budget	48,000

NARRATIVE:

<u>ACCT 5260</u>		Equipment Rental	\$2,000
Laundry	\$1,500	Radio Repair/PM	\$2,000
Supplies Shop/Breakroom	\$1,250	Landscape Maint	\$7,500
Service Products	\$2,500	Cathodic Protection	\$10,500
Pump Repair	\$10,000	Misc. tools, etc.	\$10,000
USA	\$500	Calcon - Instrumentation	\$30,000
Backfill	\$5,000	Waste Services	\$3,000
Hydrant Repair	\$2,800	Fence Repairs	\$2,000
Tank Maintenance	\$4,000	Raising Valves (City/County)	\$15,000
Generator services	\$8,950	Building Maintenance	\$10,000
Safety Supplies	\$2,500		25000
DMV/Pre-employment Physical	\$1,000	<u>Acct 5260-10</u>	
Tree Removal	\$20,000	Emergency ML Repairs	\$85,000
Inventory	\$20,000	<u>Acct 5260-11</u>	
Materials	\$16,000	Paving	\$50,000

FY2020/21	\$348,000
FY2021/22	\$355,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

Line Item **Amount**

Acct. No. **5261** Description: **Maintenance, Wells**

Actual Amount As Of: 31-Dec 2019

PROJECTED ACTIVITY to END of FY:

Projected YEAR END TOTAL: **23,000**

PROPOSED Line Item Amount: **20,000**

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: **40,000**

% Change Actual Year End compared to Proposed Line item amount. **(13.0%)**

% Change to Previous Year Budget **(50.0%)**

Dollar difference between proposed budget & current budget **-20,000**

NARRATIVE:

Ongoing maintenance of Pilarcitos and Denniston Wells including pump equipment, parts, electrical.

FY20/21	20000
FY21/22	21000

Reflects repairs only

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5263 Description: Uniforms	
Actual Amount As Of: 31-Dec 2019	5,230
PROJECTED ACTIVITY to END of FY:	7,270
Projected YEAR END TOTAL:	12,500
PROPOSED Line Item Amount:	10,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	12,500
% Change Actual Year End compared to Proposed Line item amount.	(20.0%)
% Change to Previous Year Budget	(20.0%)
Dollar difference between proposed budget & current budget	-2,500

NARRATIVE:

Field Operation Uniforms (8 pants, 12 shirts, 1 Winter & 1 Summer Jacket)

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5318 Description: Studies/Surveys/Consulting	
Actual Amount As Of: 31-Dec 2019	26,600
PROJECTED ACTIVITY to END of FY:	103,400
Projected YEAR END TOTAL:	130,000
PROPOSED Line Item Amount:	\$140,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	160,000
% Change Actual Year End compared to Proposed Line item amount.	7.7%
% Change to Previous Year Budget	(12.5%)
Dollar difference between proposed budget & current budget	-20,000

Narrative:

	FY 20/21		FY 21/22
<u>Consulting studies to include:</u>			
Rate Study/Cost of Service Analysis		\$	50,000
Annual Water Loss Audit Validation	\$ 10,000	\$	10,000
Making Water Conservation a Way of Life (state mandate)		\$	20,000
2020 Urban Water Management Plan	\$ 60,000		
Seismic Risk Assessment (CWC§10632.5) 2020 UWMP	\$ 20,000		
2020 Update for Water Shortage Contingency Plan	\$ 10,000		
Update to Regulations for PUDs and SubDivision		\$	10,000
Risk & Resiliency Assessment/ERP	\$ 30,000	\$	30,000
Other Studies	\$ 10,000	\$	20,000
	\$ 140,000	\$	140,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5321	Description: Water Resources
Actual Amount As Of:	31-Dec 2019	2,796
PROJECTED ACTIVITY to END of FY:		23,204
Projected YEAR END TOTAL:		26,000

PROPOSED Line Item Amount:	26,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	26,200
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% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	(0.8%)
Dollar difference between proposed budget & current budget	-200

NARRATIVE:	FY 20/21	FY 21/22
Pilarcitos Creek Intergrated Watershed Management Plan Support	\$ 6,000.00	\$ 6,000.00
BAWSCA - Database hosting/Admin Fees	\$ 1,000.00	\$ 1,000.00
Rebate Program	\$ -	\$ -
High Efficiency Fixture Devices	\$ 1,000.00	\$ 1,000.00
School Education Programs	\$ 8,000.00	\$ 8,000.00
Public Information / Outreach Programs	\$ 10,000.00	\$ 10,000.00
	\$ 26,000.00	\$ 26,000.00

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5322 Description: Community Outreach	
Actual Amount As Of: 31-Dec 2019	5,778
PROJECTED ACTIVITY to END of FY:	51,122
Projected YEAR END TOTAL*:	56,900
PROPOSED Line Item Amount:	58,400

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	56,900
% Change Actual Year End compared to Proposed Line item amount.	2.6%
% Change to Previous Year Budget	2.6%
Dollar difference between proposed budget & current budget	1,500

NARRATIVE:

For community outreach between CCWD and our customers.	FY20/21	FY21/22
Pacifica Coast Television - Recording meetings(14 @ \$300)	\$ 4,200	\$ 4,200
Montara Fog - Darin Boville (14 @ \$300)	\$ 4,200	\$ 4,200
Prop 218/Other Public Notices (Printing/HMB Review/Mailing Services)	\$ 10,000	\$ 10,000
Postage for Public Outreach	\$ 6,000	\$ 6,000
Design/Printing Annual Reports (Consumer Confidence Report; Translation & Postage Fees)	\$ 28,000	\$ 28,000
Graphic Artist/Photography	\$ 2,000	\$ 2,000
Pumpkin Festival	\$ 500	\$ 500
Pens for Give Away	\$ 1,500	\$ 1,500
Advertisements HMB Review	\$ 1,000	\$ 1,000
Direct Mailers	\$ 1,000	\$ 1,000
75th Anniversary Celebration Planning		\$ 5,000
Total	\$ 58,400	\$ 63,400

* Costs generally occur later in the year - Prop 218 Notices

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5381 Description:	Legal
Actual Amount As Of: 31-Dec 2019	49,977
PROJECTED ACTIVITY to END of FY:	100,023
Projected YEAR END TOTAL:	150,000
PROPOSED Line Item Amount:	100,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	100,000
% Change Actual Year End compared to Proposed Line item amount.	(33.3%)
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

This account is for the Legal Counsel General District business that is not included in capital projects or reimbursable projects. The legal costs for capital projects and reimbursable projects whether the work is performed by District Counsel or other counsel

	FY20/21	FY21/22
HansonBridgett	\$90,000	\$90,000
Bartkiewicz (Water Rights)	\$10,000	\$10,000
Total	\$100,000	\$100,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5382 Description: Engineering	
Actual Amount As Of: 31-Dec 2019	87,322
PROJECTED ACTIVITY to END of FY:	32,678
Projected YEAR END TOTAL:	120,000
PROPOSED Line Item Amount:	66,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	62,000
% Change Actual Year End compared to Proposed Line item amount.	(45.0%)
% Change to Previous Year Budget	6.5%
Dollar difference between proposed budget & current budget	4,000

NARRATIVE:

This account is to cover the costs of an outside engineering firm (EKI Environmental) to project manage the District's Capital Improvement Program as well as maintaining the District's hydraulic model. (\$180,000/year)
Also includes a \$6,000 retainer for James Teter, for District Engineering services.

	FY20/21	FY21/22
EKI Consulting	\$60,000	\$60,000
James Teter	\$6,000	\$6,000
	\$66,000	\$66,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5383	Description: Financial Services
Actual Amount As Of: 31-Dec 2019	8,430
PROJECTED ACTIVITY to END of FY:	13,570
Projected YEAR END TOTAL:	22,000

PROPOSED Line Item Amount:	22,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	22,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Annual auditing services performed by Fedak & Brown, CPA (per proposal) and Other misc services

	FY 20/21	FY 21/22
Financial Audit Service	\$17,000	\$17,000
Accounting/Actuarial Services (OPEB)	\$5,000	\$5,000
Total	\$22,000	\$22,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5384 Description: Computer Services	
Actual Amount As Of: 31-Dec 2019	85,174
PROJECTED ACTIVITY to END of FY:	109,826
Projected YEAR END TOTAL:	195,000
PROPOSED Line Item Amount:	211,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	167,600
% Change Actual Year End compared to Proposed Line item amount.	8.5%
% Change to previous year budget:	26.2%
Dollar difference between proposed budget & current budget	43,900

NARRATIVE:

Includes new licenses for ESRI, Citiworks, Accela Planning; AT&T Internet (redundant) Service

FY 20/21

Maintenance/SAAS Agreements

Tyler	\$40,000	New/Upgrades to software/Cust Rpts	\$5,000
Water Smart	\$13,000	Service/Repairs/Parts	\$5,000
Irvine Consulting Srvcs	\$48,000		
Badger	800		
Aclara	\$44,000	Accela License	\$10,000
XC2 Software	\$2,500	AT&T Internet	\$9,000
Remit Plus/Ck Scanner)	\$2,000	Coastside Net	\$1,500
GIS License (CalCAD)	\$5,000	Rogue Web Works (Website Maint.)	\$6,000
Web Filtering (Barracuda)	\$1,400	DCU location rental	\$2,400
CalCad Assessor Update	\$4,000	Spam Filtering	\$900
		Comcast Internet	\$3,000
		CalCAD Annual Application Maint.	\$3,000
		CalCAD Updates	\$5,000
		Subtotal	\$50,800
Subtotal	\$160,700	Grand Total	211,500

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5410	Description: Salaries, Admin.
Actual Amount As Of: 31-Dec 2019	502,999
PROJECTED ACTIVITY to END of FY:	547,001
Projected YEAR END TOTAL:	1,050,000
PROPOSED Line Item Amount:	1,226,135

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,179,832
% Change Actual Year End compared to Proposed Line item amount.	16.8%
% Change to Previous Year Budget	3.9%
Dollar difference between proposed budget & current budget	46,303

NARRATIVE:

Admin Salaries include:

* Reflects an estimated 3.0% COLA adjustment (TBD-COLA is based upon the Department of Labor Statistics information for February to February timeframe.) Also includes step increases effective 7/1/2020.

FY2019-2020 Actual reflects half time General Manager from July-October 2019; plus vacancies

(See Spreadsheet of Account #5411A for Admin and Board of Directors Salaries)

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5411 Description: Salaries - Field	
Actual Amount As Of: 31-Dec 2019	709,605
PROJECTED ACTIVITY to END of FY:	751,415
Projected YEAR END TOTAL:	1,461,020
PROPOSED Line Item Amount:	1,510,350

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	1,461,020
% Change Actual Year End compared to Proposed Line item amount.	3.4%
% Change to Previous Year Budget	3.4%
Dollar difference between proposed budget & current budget	49,330

NARRATIVE:

* Reflects an estimated 3.8% COLA adjustment (TBD-COLA is based upon the Department of Labor Statistics information for February to February timeframe.) Also includes step increases effective 7/1/2019.

Salaries reflect addition of (1) operator position partially offset by the elimination of temporary staff.

COASTSIDE COUNTY WATER DISTRICT
7/1/2019
FY 2019/2020 BUDGET WORKSHEET (5411 A)
SALARY INFORMATION - Accounts 5411 & 5410

EMPLOYEE	Current Hrly Rate	With Step Due 7/1/2019**	COLA 3.00%	Annual Pay	O T Hours	O T Pay	Cert. Pay	TOTAL
FIELD #5411								
Superintendent	79.928	79.93	82.33	171,238			13,200	184,438
Distribution Supervisor	55.190	56.57	58.27	121,195	80	6,992	4,800	132,987
WTP Supervisor	70.647	70.65	72.77	151,354	140	15,281	9,600	176,235
Sr. WTP Oper.	51.247	52.53	54.10	112,536	140	11,362	7,800	131,698
Distribution Operator	36.881	37.80	38.94	80,989	140	8,177	4,800	93,966
Distribution Operator (Senior)	45.371	46.51	47.90	99,633	140	10,059	9,600	119,292
Treatment Operator (WTP)	42.868	43.94	45.26	94,136	140	9,504	8,400	112,041
Distribution Operator	42.779	42.78	44.06	91,650	140	9,253	8,400	109,303
Distribution Operator	42.779	42.78	44.06	91,650	140	9,253	4,800	105,703
Treatment Operator (WTP)	47.322	47.32	48.74	101,383	140	10,236	8,400	120,018
Distribution Operator	41.885	42.779	44.06	91,650	140	9,253	4,800	105,703
Distribution Operator	36.881	37.80	38.94	80,989	140	8,177	4,800	93,966
Other (Superintendent relocation)								-
Standby Pay for On-Call Employees				25,000				25,000
Sub total, Field				1,313,403		107,547	89,400	1,510,350

ADMIN #5410								
Gen Manager	110.577	110.58	113.89	236,900			3,600	240,500
Asst. General Manager	91.710	91.71	94.46	196,480			3,600	200,080
Water Resource Analyst	59.636	59.64	61.43	127,764	100	9,214	1,200	138,178
Office Mgr	56.324	56.32	58.01	120,669	100	8,702		129,371
Admin Assist.	51.957	51.96	53.52	111,313	100	8,027	1,200	120,540
Utility Billing Specialist	47.560	46.04	47.42	98,636	100	7,113	600	106,349
Customer Service Specialist II	39.058	37.81	38.94	81,004	50	2,921		83,925
Customer Service Specialist I	35.405	34.27	35.30	73,420	50	2,647		76,067
Customer Service Specialist II	39.058	37.81	38.94	81,004	50	2,921		83,925
Water Cons/Outreach				-		-		-
Other - Car Allowance				7,200				7,200
Part-Time Help	20.00			20,000				20,000
Directors				20,000				20,000
Sub total, Admin				1,174,389		41,545	10,200	\$1,226,135

TOTAL

2,487,792

\$2,736,484

General Manager is budgeted at full time.

** Step increases are given annually - 1X per year at 7/1/2018.

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5420	Description: Payroll Taxes
Actual Amount As Of:	31-Dec 2019	88,917
PROJECTED ACTIVITY to END of FY:		95,065
Projected YEAR END TOTAL:		183,982
PROPOSED Line Item Amount:		192,290

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	183,582
% Change Actual Year End compared to Proposed Line item amount.	4.5%
% Change to Previous Year Budget	4.7%
Dollar difference between proposed budget & current budget	8,708

NARRATIVE:

Payroll taxes, i.e. Social Security is a function of salaries. It is applied at a total rate of 7.65% of gross payroll. The final amount will be determined when salaries and employee complement is finalized by the Board.

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

Line Item

Amount

Acct. No. **5420**

Description:

Payroll Taxes

CALCULATION FOR PAYROLL TAXES

		SOCIAL SECURITY 6.20%	MEDICARE 1.45%	TOTAL
TOTAL PAYROLL	\$ 2,736,484			
AMOUNT SUBJECT TO SOCIAL SECURITY	\$ 2,461,467	\$ 152,611		\$ 152,611
AMOUNT SUBJECT TO MEDICARE	\$ 2,736,484		\$ 39,679	\$ 39,679
TOTAL				\$ 192,290

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5435 Description: Employee Medical Insurance	
Actual Amount As Of: 31-Dec 2019	230,982
PROJECTED ACTIVITY to END of FY:	250,437
Projected YEAR END TOTAL:	481,419
PROPOSED Line Item Amount:	487,559

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: **481,419**

% Change Actual Year End compared to Proposed Line item amount.	1.3%
% Change to Previous Year Budget	1.3%
Dollar difference between proposed budget & current budget	6,140

NARRATIVE: Reflects active employees only. Assumes rate increases effective 1/1/2021
7% Kaiser and 7% Anthem.

<u>Active Employees:</u>	FY 20/21
Medical	432,825
Dental	27,840
Vision	5,430
Life/AD&D	14,071
LTD	6,799
EAP	594
	487,559 Total

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5436 Description: Retiree Medical Insurance	
Actual Amount As Of: 31-Dec 2019	23,193
PROJECTED ACTIVITY to END of FY:	32,081
Projected YEAR END TOTAL:	55,274
PROPOSED Line Item Amount:	59,205

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 55,274

% Change Actual Year End compared to Proposed Line item amount.	7.1%
% Change to Previous Year Budget	7.1%
Dollar difference between proposed budget & current budget	3,931

NARRATIVE: Retiree Medical Insurance (see insurance breakdown for more detail)
Assumes 5% rate increase - Kaiser; 5% Anthem ---- effective 1/1/2021.

<u>Retirees:</u>	FY 19/20
Medical	55,436
Dental	1,697
Vision	2,073
	59,205 Total

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

ACCOUNT No. 5435 / Insurance Benefits for Active Employees - Current Year 2019/2020

ACTIVE EMPLOYEES

	Kaiser	Blue Cross	Dental	Vision	Life/AD&D	LTD	EAP
July-20	17,105	18,084	2,297	448	1,161	561	49
August-20	17,105	18,084	2,297	448	1,161	561	49
September-20	17,105	18,084	2,297	448	1,161	561	49
October-20	17,105	18,084	2,297	448	1,161	561	49
November-20	17,105	18,084	2,297	448	1,161	561	49
December-20	17,105	18,084	2,297	448	1,161	561	49
January-21	17,960	18,988	2,343	457	1,184	572	50
February-21	17,960	18,988	2,343	457	1,184	572	50
March-21	17,960	18,988	2,343	457	1,184	572	50
April-21	17,960	18,988	2,343	457	1,184	572	50
May-21	17,960	18,988	2,343	457	1,184	572	50
June-21	17,960	18,988	2,343	457	1,184	572	50

Total Active \$ 210,392 \$ 222,433 \$ 27,840 \$ 5,430 \$ 14,071 \$ 6,799 \$ 594

Rate increase assumption 5% 5% 2% 2% 2% 2% 2%

ACCOUNT No. 5436 / Insurance Benefits for Retirees - Current Year 2019/2020

RETIREES/COBRA

	Kaiser	Blue Cross	Dental	Vision
July-20	330	4,177	140	171
August-20	330	4,177	140	171
September-20	330	4,177	140	171
October-20	330	4,177	140	171
November-20	330	4,177	140	171
December-20	330	4,177	140	171
January-21	347	4,386	143	174
February-21	347	4,386	143	174
March-21	347	4,386	143	174
April-21	347	4,386	143	174
May-21	347	4,386	143	174
June-21	347	4,386	143	174

Total Retiree \$ 4,059 \$ 51,377 \$ 1,697 \$ 2,073

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5440 Description: Employee Retirement	
Actual Amount As Of: 31-Dec 2019	226,021
PROJECTED ACTIVITY to END of FY:	273,979
Projected YEAR END TOTAL:	500,000
PROPOSED Line Item Amount:	481,216

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	619,321
% Change Actual Year End compared to Proposed Line item amount.	(3.8%)
% Change to Previous Year Budget	(22.3%)
Dollar difference between proposed budget & current budget	-138,105

NARRATIVE:

This line item is a function of salaries and will be determined when salaries and employee complement is set by the Board

<p>2.5% @ 55 Employer Rate increased from 12% for FY19/20 to 13.146% in FY20/21. In addition, the amount \$256930 will be added for our unfunded liability. Employees pay 100% of the employee contribution, or (8%).</p>
<p>2% @ 60 Employer Rate increased from 8.346% in FY19/20 to 9.332% FY20/21.) In addition \$2,013 will be added to cover this year's contribution to the unfunded liability. Employees pay 100% of the employee contribution, or (7%).</p>
<p>2% @ 62 - New Tier - Effective January 1, 2013 (PERS Pension Reform Act 2013 - PEPRA) Employer rate increase from 7.3% in FY 19/20 to 7.874% in FY20/21. In addition, \$7,344 will be added to cover our unfunded liability. Member Contribution (7.25%) 100% paid by Employee</p>

Spread:

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5445	Description: SIP 401a Plan
Actual Amount As Of:	31-Dec 2019	0
PROJECTED ACTIVITY to END of FY:		35,000
Projected YEAR END TOTAL:		35,000
PROPOSED Line Item Amount:		35,000
Approved Line Item Amount:		
PREVIOUS YEAR BUDGET:		35,000
% Change Actual Year End compared to Proposed Line item amount.		0.0%
% Change to Previous Year Budget		0.0%
Dollar difference between proposed budget & current budget		0

NARRATIVE:

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5510 Description: Motor Vehicle Exp.	
Actual Amount As Of: 31-Dec 2019	63,656
PROJECTED ACTIVITY to END of FY:	26,344
Projected YEAR END TOTAL:	90,000
PROPOSED Line Item Amount:	65,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	63,000
% Change Actual Year End compared to Proposed Line item amount.	(27.8%)
% Change to Previous Year Budget	3.2%
Dollar difference between proposed budget & current budget	2,000

NARRATIVE:

	<u>FY 20/21</u>	<u>FY21/22</u>
Fuel	\$32,000	\$32,000
Mobile Phones/Radios	\$15,000	\$16,000
Service & Repairs	\$18,000	\$20,000
	<u>\$65,000</u>	<u>\$68,000</u>
Total		

Jul	Aug	Sept	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5620	Description: Office & Billing Expenses
Actual Amount As Of: 31-Dec 2019	141,579
PROJECTED ACTIVITY to END of FY:	153,421
Projected YEAR END TOTAL:	295,000
PROPOSED Line Item Amount:	313,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	263,219
% Change Actual Year End compared to Proposed Line item amount.	6.3%
% Change to Previous Year Budget	19.1%
Dollar difference between proposed budget & current budget	50,281

NARRATIVE:

See Sheet 5620 A which details the cost items comprising this line item
Category was underbudgeted in prior years given recent historical activity.

5620-00	General Office	\$	30,000	
5620-30	Billing & Fulfillment Services	\$	55,000	
5620-31	Payroll	\$	10,000	
5620-32	Equipment Leases/Maint	\$	21,000	
5620-33	Credit Card/Bank Fees	\$	85,000	
5620-34	Office Facilities/Communication	\$	102,500	
5620-35	Bad Debt Expense	\$	10,000	<u>\$ 313,500</u>

Account 5620 - Detail of Account

Acct No	Account Name	Description	Amount	
5620-00	General Office	Postage/Printing	\$	10,000
		Office Supplies	\$	18,000
		Recruitment/HR Related	\$	2,000
				\$ 30,000
5620-30	Billing Fulfillment Services	Dataprose (reflects move to monthly billing)		\$ 55,000
	Monthly Billing			
	Bill package	\$ 6,800.00	\$ 0.16	\$ 1,054.00
	Search & Viewbill	\$ 7,500.00	\$ 0.02	\$ 112.50
	NCOALink	\$ 50.00	\$ 0.50	\$ 25.00
	Additional Impressions	\$ 1,400.00	\$ 0.04	\$ 49.00
	Bill suppression	\$ 700.00	\$ 0.05	\$ 35.00
	Oversize surcharge	\$ 10.00	\$ 0.20	\$ 2.00
		\$ 10.00	\$ 4.00	\$ 40.00
	Postage	\$ 6,800.00	\$ 0.40	\$ 2,720.00
	Late package			\$ 300.00
	Cost adjustments			\$ 250.00
	Total Monthly - Dataprose			<u>\$ 4,587.50</u>
	Annual			<u>\$ 55,050.00</u>
5620-31	Payroll	Payroll Processing with ADP		\$ 10,000
5620-32	Leases/Equipment Maint	Pitney Bowes	\$	3,000
		Ricoh Copy Machine	\$	12,000
		Office Equipment Repairs	\$	2,000
		Office Alarms and Security Camera	\$	4,000
				\$ 21,000
5620-33	Credit Card/Bank Fees	Insite Transaction Fees	\$	10,000
		Bank Fees	\$	75,000
				\$ 85,000
5620-34	Office Facilities/Communications	Janitorial Service	\$	16,000
		Pest Control	\$	4,000
		Office Building	\$	5,000
		Iron Mountain - Offsite Storage	\$	9,000
		PG&E - District Office	\$	9,500
		TPX Communications	\$	24,000
		AT&T	\$	35,000
				\$ 102,500
5620-35	Bad Debt Expense			\$ 10,000
				\$ 313,500

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5625 Description: Meetings/Training/Seminars	
Actual Amount As Of: 31-Dec 2019	13,254
PROJECTED ACTIVITY to END of FY:	16,746
Projected YEAR END TOTAL:	30,000
PROPOSED Line Item Amount:	33,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	27,000
% Change Actual Year End compared to Proposed Line item amount.	10.0%
% Change to Previous Year Budget	22.2%
Dollar difference between proposed budget & current budget	6,000

FY 19/20

NARRATIVE:

	<u>Amount</u>
Conferences (District Employees)	\$ 12,000
Conferences/Seminars (Board of Directors)	\$ 3,000
Staff Training/Seminars/Continuing Education	\$ 5,000
Safety Training	\$ 7,000
WTO/WDO Renewal/Application Fees	\$ 2,000
Water Resource Meetings, Training, Seminars	\$ 4,000
TOTAL	\$ 33,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5630	Description: Insurance
Actual Amount As Of:	31-Dec 2019	81,069
PROJECTED ACTIVITY to END of FY:		73,931
Projected YEAR END TOTAL:		155,000

PROPOSED Line Item Amount:	159,000
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Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	137,000
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% Change Actual Year End compared to Proposed Line item amount.	2.6%
% Change to Previous Year Budget	16.1%
Dollar difference between proposed budget & current budget	22,000

NARRATIVE:	FY 19/20
Auto/General Liability	\$65,000
Property Program	\$24,000
Workers Compensation	\$70,000
TOTAL	<u><u>\$159,000</u></u>

Spread:

Jul	Aug	Sep	Oct	Nov	Dec
Jan	Feb	Mar	Apr	May	Jun

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>			<u>Amount</u>
Acct. No.	5687	Description:	Memberships & Subscriptions
Actual Amount As Of:	31-Dec	2019	50,440
PROJECTED ACTIVITY to END of FY:			31,560
Projected YEAR END TOTAL:			82,000
PROPOSED Line Item Amount:			85,100

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	78,970
% Change Actual Year End compared to Proposed Line item amount.	3.8%
% Change to Previous Year Budget	7.8%
Dollar difference between proposed budget & current budget	6,130

NARRATIVE: See attached worksheet for detail of costs

FY 20/21	FY21/22
\$ 85,100	\$ 88,500

	A	B	C	D
1	Worksheet 5687A			
2			Budget Detail Worksheet	
3		Line Item: Memberships & Subscriptions		Description
4		Acct. No. 5687	Amount	
5				
6		Alliance for Water Efficiency	\$ 500	Annual Membership
7		ACWA	\$ 19,500	Membership dues/Delta Sustainability
8		AWWA	\$ 3,000	Membership dues and technical publications
9		BAWSCA	\$ 34,000	Annual assessment & dues
10		California Emergency Utilities	\$ 500	Annual Membership
11		California Special Districts	\$ 8,000	Annual membership
12		California Water Efficiency Partnership (CalWEP)	\$ 3,300	Annual Membership
13		Chamber of Commerce	\$ 600	Membership dues
14		Costco	\$ 100	Annual Membership
15		Half Moon Bay Review	\$ 100	Annual Subscription
16		IAMPO	\$ 100	Subscription for Backflow Prevention Magazine
17		IAPMO	\$ 200	Subscription for Plumbing and Mechanical Codes
18		Miscellaneous	\$ 4,000	Miscellaneous Dues/Memberships/Subscriptions
19		Tyler User Groups	\$ 2,000	Tyler Software
20		Underground Service Alert	\$ 2,500	Annual Membership
21		Water Education Foundation	\$ 1,200	Membership dues and technical publications
22		Water Net	\$ 250	Publication & Membership
23		Water Research Foundation	\$ 1,200	Annual Membership Dues
24		Water ReUse	\$ 700	Annual Association Dues
25		Wellness Program	\$ 2,100	Wellness Program
26		West Group (Formally Barclays)	\$ 600	Updates on California Code of Regulations regarding construction laws
27		Wienhoff & Associates	\$ 650	Consortia Fee
28		TOTAL	<u>\$ 85,100</u>	
29				
30				

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>		<u>Amount</u>
Acct. No.	5688	Descr: Election Expense
Actual Amount As Of:	31-Dec 2019	0
PROJECTED ACTIVITY to END of FY:		0
Projected YEAR END TOTAL:		0
PROPOSED Line Item Amount:		25,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET: 0

% Change Actual Year End compared to Proposed Line item amount.

% Change to Previous Year Budget

Dollar difference between proposed budget & current budget 25,000

NARRATIVE:

Next election is November 2020- County of San Mateo election costs

FY 20/21 FY21/22

\$ 25,000 \$ -

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5689 Description: Labor Relations	
Actual Amount As Of: 31-Dec 2019	0
PROJECTED ACTIVITY to END of FY:	6,000
Projected YEAR END TOTAL:	6,000
PROPOSED Line Item Amount:	6,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	6,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Union Consultation		FY 20/21	FY21/22
		\$ 6,000	\$ 6,000
	TOTAL	\$ 6,000	\$ 6,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5700 Description: County Fees	
Actual Amount As Of: 31-Dec 2019	7,580
PROJECTED ACTIVITY to END of FY:	16,420
Projected YEAR END TOTAL:	24,000
PROPOSED Line Item Amount:	24,000

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	24,000
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

	FY 20/21	FY21/22
1. The cost of the LAFCo budget, estimated	\$9,000.00	\$9,500.00
2. Hazardous Material Handling (Nunes & Denniston)	\$6,000.00	\$6,000.00
3. Property Taxes	\$1,500.00	\$1,500.00
4. Annual Encroachment Permit	\$6,000.00	\$6,000.00
5. District Digital Mapping - Secured Master Data	\$1,500.00	\$2,000.00
	<u>\$24,000.00</u>	<u>\$25,000.00</u>

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5705 Description: State Fees	
Actual Amount As Of: 31-Dec 2019	27,484
PROJECTED ACTIVITY to END of FY:	9,016
Projected YEAR END TOTAL:	36,500
PROPOSED Line Item Amount:	36,500

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	36,500
% Change Actual Year End compared to Proposed Line item amount.	0.0%
% Change to Previous Year Budget	0.0%
Dollar difference between proposed budget & current budget	0

NARRATIVE:

Large water systems fee - State Water Resource Control Board; plus applications and annual permits/reports on operation of the Nunes & Denniston *Water Treatment Plants*

#2 Water Rights (initialized by SWRCB) for both Pilarcitos & San Vincente

#3 RWQCB NPDES Annual Fee

#4 Bay Area Air Quality Management Dist - Permits to Operate

FY 20/21		#1	\$27,000
		#2	\$2,000
		#3	\$2,000
		#4	\$5,500
			\$36,500

FY 21/22		#1	\$28,000
		#2	\$2,500
		#3	\$2,000
		#4	\$5,500
			\$38,000

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

Fiscal Year
2020/21

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5715 Description: Existing Bond-CIEDB 11-099	
Actual Amount As Of: 31-Dec 2019	266,638
PROJECTED ACTIVITY to END of FY:	69,339
Projected YEAR END TOTAL:	335,977
PROPOSED Line Item Amount:	335,825

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	335,977
% Change Actual Year End compared to Proposed Line item amount.	(0.0%)
% Change to Previous Year Budget	(0.0%)
Dollar difference between proposed budget & current budget	-152

NARRATIVE:

California Infrastructure & Economic Development Bank (I-Bank) - CIEDB-11-099

FY2020/21

July 2020 Payment	\$268,811
January 2021 Payment	\$67,014
	<u>\$335,825</u>

FY2021/22

July 2021 Payment	\$ 271,045
January 2022 Payment	\$ 64,624
	<u>\$ 335,669</u>

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5716 Description: CIEDB 16-111	
Actual Amount As Of: 31-Dec 2019	233,204
PROJECTED ACTIVITY to END of FY:	90,599
Projected YEAR END TOTAL:	323,803
PROPOSED Line Item Amount:	323,357

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:	323,803
% Change Actual Year End compared to Proposed Line item amount.	(0.1%)
% Change to Previous Year Budget	(0.1%)
Dollar difference between proposed budget & current budget	-446

NARRATIVE:

Agreement #ISRF16-111 (2016 Ibank Loan)

FY2020/21

July 2020 Payment	\$234,969
January 2021 Payment	\$88,388
	<u>\$323,357</u>

FY2021/22

July 2021 Payment	\$ 236,795
January 2022 Payment	\$ 86,100
	<u>\$ 322,895</u>

COASTSIDE COUNTY WATER DISTRICT

Budget Worksheet

**Fiscal Year
2020/21**

<u>Line Item</u>	<u>Amount</u>
Acct. No. 5717 Description: Chase 2018	
Actual Amount As Of: 31-Dec 2019	369,096
PROJECTED ACTIVITY to END of FY:	21,190
Projected YEAR END TOTAL:	390,286
PROPOSED Line Item Amount:	433,567

Approved Line Item Amount:

PREVIOUS YEAR BUDGET:

% Change Actual Year End compared to Proposed Line item amount.	11.1%
% Change to Previous Year Budget	#DIV/0!
Dollar difference between proposed budget & current budget	433,567

NARRATIVE:

Reflects new Ibank loan per loan schedule

FY2020/21

September, 2020 Payment	\$370,586
March 2021 Payment	\$62,980
	<u>\$433,567</u>

FY2021/22

September, 2021 Payment	\$ 376,657
March 2022 Payment	\$ 58,511
	<u>\$ 435,168</u>

MONTHLY REPORT

To: Mary Rogren, General Manager
From: James Derbin, Superintendent of Operations
Agenda: February 11, 2020
Report Date: February 4, 2020

Monthly Highlights

- Installed new hydrants at 2361 Winged Foot Road and 50 N. Cabrillo Highway
- Main breaks at 1501 Spinnaker Lane and 225 Garcia Avenue
- Both spare motors at Crystal Springs Pump (CSP) station heaters are wired up for proper storage
- Pressure switches before new CSP pump control valves are installed and programmed
- Annual service of tanks cathodic protection completed by Corrpro
- Seacrest School first grade class toured Nunes Water Treatment Plant
- Treatment staff running Nunes Water Treatment Plant on Pilarcitos well water only with Denniston online as much as possible

Sources of Supply

- **January Sources:**
 - Denniston Reservoir/Pilarcitos Wells and Crystal Springs

Projects

- New SCADA front end project is nearing completion, staff working with Calcon on punch list items
- Stone Dam Pipeline Project is near completion. Pipeline installation on SFPUC property is complete. Contractor remobilizing to the lower canyon to install magnetic meter and hydrant.
- Casa Del Mar PRV Project is near completion, awaiting Cal Trans and City sign off
- EKI continues to make progress on the Grandview and Pine Willow Oak pipeline replacement projects
- EKI has submitted a draft Preliminary Design Report for the Pilarcitos Creek Crossing project for review
- Denniston Tank Road Culvert Replacement and Paving Project, Geo-Hazards report is in, EKI will finalize plans and documents so this project can go out to bid late February
- Denniston generators will be ordered once TJCAA approves submittal. Once generators are on order, installation portion of the project will go out to bid.